

EXERCISE

1. Explain Header & Footer.
2. Define Chart & explain types of Charts in detail.
3. Define Themes.
4. Define Orientation & Write the names of different types of orientations.
5. Write the steps to add columns in MS word document.
6. Write the steps to Insert table in MS word document.
7. Write the steps to color the page.
8. How to set the page border in MS word document.
9. Write the steps to add hyperlink in MS word document.

Answer-1

A header is the top margin of each page, and a footer is the bottom margin of each page. Headers and footers are useful for including material that you want to appear on every page of a document such as your name, the title of the document, or page numbers.

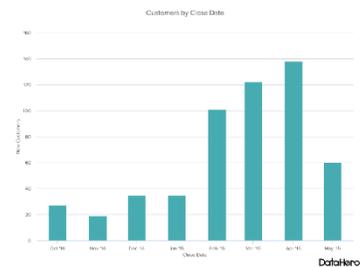
Go to Insert > Header or Footer. Choose from a list of standard headers or footers, go to the list of Header or Footer options, and select the header or footer that you want. Or, create your own header or footer by selecting Edit Header or Edit Footer. When you're done, select Close Header and Footer or press Esc.

Answer-2

A chart is a graphical representation for data visualization, in which "the data is represented by symbols, such as bars in a bar chart, lines in a line chart, or slices in a pie chart". ... A data chart is a type of diagram or graph, that organizes and represents a set of numerical or qualitative data.

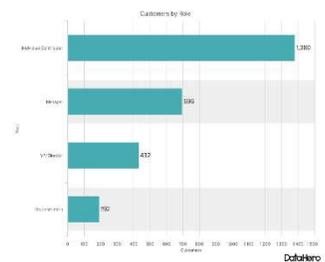
1. Column Chart

A column chart is used to show a comparison among different items, or it can show a comparison of items over time. You could use this format to see the revenue per landing page or customers by close date.



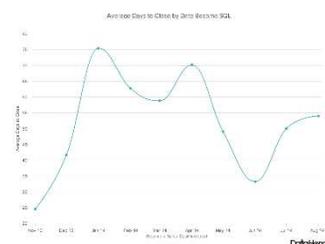
2. Bar Graph

A bar graph, basically a horizontal column chart, should be used to avoid clutter when one data label is long or if you have more than 10 items to compare. This type of visualization can also be used to display negative numbers.



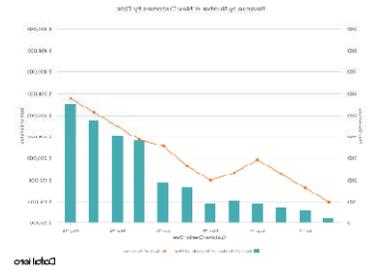
3. Line Graph

A line graph reveals trends or progress over time and can be used to show many different categories of data. You should use it when you chart a continuous data set.



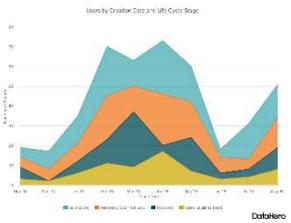
4. Dual Axis Chart

A dual axis chart allows you to plot data using two y-axes and a shared x-axis. It's used with three data sets, one of which is based on a continuous set of data and another which is better suited to being grouped by category. This should be used to visualize a correlation or the lack thereof between these three data sets



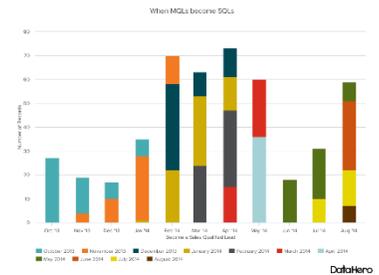
5. Area Chart

An area chart is basically a line chart, but the space between the x-axis and the line is filled with a color or pattern. It is useful for showing part-to-whole relations, such as showing individual sales reps' contribution to total sales for a year. It helps you analyze both overall and individual trend information.



6. Stacked Bar Chart

This should be used to compare many different items and show the composition of each item being compared.



7. Mekko Chart

Also known as a marimekko chart, this type of graph can compare values, measure each one's composition, and show how your data is distributed across each one.

It's similar to a stacked bar, except the mekko's x-axis is used to capture another dimension of your values -- rather than time progression, like column charts often do. In the graphic below, the x-axis compares each city to one another.

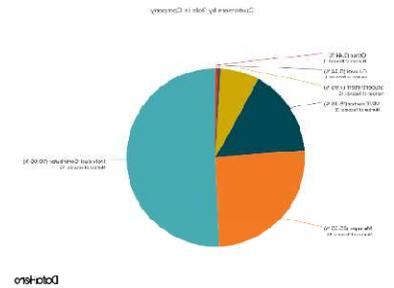
World's Largest Asset Managers

Most of the world's largest asset managers are grouped in the Northeast US. Eight of the 14 firms that manage \$1T or more are in the NY, Boston or Philadelphia areas.



8. Pie Chart

A pie chart shows a static number and how categories represent part of a whole -- the composition of something. A pie chart represents numbers in percentages, and the total sum of all segments needs to equal 100%.



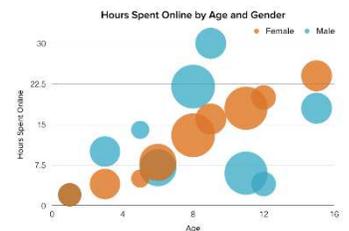
9. Scatter Plot Chart

A scatter plot or scattergram chart will show the relationship between two different variables or it can reveal the distribution trends. It should be used when there are many different data points, and you want to highlight similarities in the data set. This is useful when looking for outliers or for understanding the distribution of your data.



10. Bubble Chart

A bubble chart is similar to a scatter plot in that it can show distribution or relationship. There is a third data set, which is indicated by the size of the bubble or circle.



Answer-3

A theme is a named group of settings that you can apply to a document to change its appearance. At a minimum, it includes three elements: colors, fonts, and effects.

Answer-4

Page orientation is the way in which a rectangular **page** is oriented for normal viewing. The two most common types of orientation are portrait and landscape.^[1] The term "portrait orientation" comes from **visual art** terminology and describes the dimensions used to capture a person's face and upper body in a picture; in such images, the height of the display area is greater than the width. The term "landscape orientation" also reflects visual art terminology, where pictures with more width than height are needed to fully capture the **horizon** within an artist's view.

Answer-5

To add columns to a document:

1. Select the text you want to format.
2. Click the Page Layout tab.
3. Click the Columns command. A drop-down menu will appear. Adding columns.
4. Select the number of columns you want to insert. The text will then format into columns.

Answer-6

1. Open a blank Word document.
2. In the top ribbon, press Insert.
3. Click on the Table button.
4. Either use the diagram to select the number of columns and rows you need, or click Insert Table and a dialog box will appear where you can specify the number of columns and rows.
5. The blank table will now appear on the page.

Answer-7

1. On the ribbon,click on the design tab.
2. Locate the page background group.
3. Click on the page color button.
4. Click on a color to set your new page background color.

Answer-8

1. Put the insertion pointer on the page you want to border.
2. Click the Border command button and choose Borders and Shading from the bottom of the menu that appears.
3. Click the Page Border tab.
4. Choose the border you want by using a preset box or picking a line style, color, and width

Answer-9

Create a hyperlink to a location on the web

1. Select the text or picture that you want to display as a hyperlink.
2. Press Ctrl+K. You can also right-click the text or picture and click Link on the shortcut menu.
3. In the Insert Hyperlink box, type or paste your link in the Address box.

