50:50 Information Technology for Professionals

50 key areas to learn in Computers & Technology

"What we have for you?"

MS WORD
How to create and edit documents using Word? (45mins)
Getting Started with Word
Editing & Formatting Documents
Track Changes
5 Simple Word Shortcuts
Page Layout & Printing

MS EXCEL
How to work efficiently using Excel? (60mins)
Getting Started with Excel
Entering and Formatting Data
Getting Totals & Summaries
5 Simple Excel Shortcuts
Excel Charts to make your clients smile
Page Setup & Printing

What you can do with your Computer & Internet (60mins)
Keep in touch with Friends, family & Clients (FB, Skype)
Research on Topics of Interest (Google, Wikipedia, Blog)
Plan your travel & Shop Online, (MakemyTrip, Amazon, IRCTC)
Emails & Instant Messaging (Gmail , Whatsapp)

Eastern India Regional Council
The Institute of Chartered Accountants of India

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ABOUT THE ICAI

The Institute of Chartered Accountants of India is a statutory body established by an Act of Parliament viz., The Chartered Accountants Act, 1949 in the year 1949 for regulating the profession of Chartered Accountancy in the country. The Institute, which functions under the administrative control of Ministry of Corporate Affairs, Government of India, has five Regional Councils at Mumbai, Chennai, Kanpur, Kolkata and New Delhi. It presently has 153 Branches covering the length and breadth of the country, 22 Chapters outside India and an overseas office in Dubai.

Founded 66 years ago with just seventeen hundred members, the Institute has grown to cross mark of 2,46,000 members and 9,35,000 students as of now. A significant majority of our membership is in practice and a good deal of specialisation in traditional areas of direct/indirect taxes and in emergent specialism's inter-alia, in financial services, information technology, insurance sector, joint ventures, mutual funds, exchange risk management, risk and assurance service environment/energy/quality audits, investment counseling, corporate structuring and foreign collaborations. The other half was/is in employment, many occupying senior positions such as CMDs in Banks/Financial Institutions, CEOs in leading and reputed public/private sector companies etc.

One of the important elements of the developmental role of the Institute is to make contributions to Government authorities and Regulations viz., the Ministry of Corporate Affairs, Trade Policy Division of the Ministry of Commerce, CBDT, RBI, IRDA, C&AG, SEBI etc. to name a few, on relevant matters of importance to the economy and profession.

On International front, the Institute, a permanent member of International and Regional Accounting bodies, like International Federation of Accountants(IFAC), International Accounting Standards Board(IASB), Confederation of Asian and Pacific Accountants(CAPA) and South Asian Federation of Accountants(SAFA) has made its presence felt through its effective and sustained contribution Professional bodies like American Institute of Certified Public Accountants(AICPA) in U.S.A. The Institute of Chartered Accountants in England and Wales(ICAEW) in U.K. and a host of similar bodies in many other countries have signed MOUs with our Institute for professional collaboration in areas such as education, examination, training etc. and on issues confronting the accounting profession worldwide.

The Institute, being a statutory body, is administered by a Council which is the highest policy making body of the chartered accountancy profession. The Council is comprised of 40 members of whom 32 are elected from among its members spread all over the country. The remaining eight members are nominated by the Central Government representing such authorities as the Comptroller and Auditor General of India, Ministry of Finance, Ministry of Corporate Affairs and persons of eminence from the fields of law, banking, economic, business, finance, industry, management, public affairs etc.

ABOUT EIRC

In 1952, Eastern India Regional Council (EIRC of ICAI) was constituted with its jurisdiction on West Bengal, Orissa, Assam, Tripura, Sikkim, Arunachal Pradesh, Mehalaya, Nagaland, Manipur, Mizoram and the Union Territory of Andaman & Nicobar Islands. The founder Chairman was Mr. Molay Deb and the office of EIRC was located in the 2nd Floor of 7, Hastings Street(Now renamed as Kiron Shankar Roy Road).

On 10th December, 1975, the foundation stone of the present EIRC Building at 7, Russell Street (Now renamed as AnandilalPoddarSarani) was led by the then Chief Justice, Calcutta High Court, Hon'ble Justice Shankar Prasad Mitra. On 14th April, 1977, the building was inaugurated by the then Hon'ble Governor of West Bengal, His Excellency Shri A.L. Dias.

On 17th January, 2014, the Second State of Art Building at 382/A, Prantik Pally, Rajdanga, Kasba, Kolkata-700107 has been inaugurated and the same is in operation to cater its dedicated service to its more than 23,005 Members and 83,690 Students.

EIRC has 11 Branches, 18 Study Circles, 5 Study Circles for Members in Industry, 5 CPE Chapters and 8 Study Groups.

EIRC has the privilege and pride in presenting 10 Presidents to ICAI and each one of them has enriched and empowered the profession through their visionary leadership and innovative dynamism.

The cherished dream of EIRC is to kindle the spark within the fraternity and to make the members world class professionals as well as good human beings – to contribute as an active partner in the nation building exercise.

Chairman's Message

Dear Professional Colleagues,

"The capacity to learn to is a gift; the ability to learn is a skill; the willingness to learn is a choice." – Brian Herbert

I always had a dream to make all corners of my esteemed fraternity to cope with all the latest technological developments, Understanding and appreciating that we professionals are left with very little time to learn about technological advancement which our world has gone through, hence lagging behind different know how of the IT Field. I take this opportunity to introduce a course **for our elderly professionals, 50:50 Technology for Senior Professionals – 50 Key areas to learn in Computers and Information Technology.**

Senior professionals facebarriers and challenges when it comes to adopting IT techniques. With passage of time and also seeing the demand of the hour and keeping in mind the concept of green initiative throughout the universe, IT know how and knowledge is something which cannot be denied& avoided for long. In line of the same which is miles apart from the previous practices of hard copies communications we have moved a long way in bringing the IT world in effect. I hope this design of course will immensely help our senior professionals which will provide them with necessary aid to deal with the required IT knowledge.

I wish to place on record the contribution and unstinted support by all my colleagues in the Regional Council & Central Council in providing all out support for conduct of this course. I must make special mention of CA SanjibSanghi, Chairman, Information Technology Committeeof EIRC who has put tireless effort in making this course a reality.

Wish all the participants a great learning experience.

Date : 9th April 2016
Place : Kolkata

CA Anirban Datta
Chairman, EIRC

Chairman Information Technology Committee's Message

Dear Professional Colleagues,

Let's Bring Technology to our Profession. This was my mantra since inception as the Chairman of the IT Committee of EIRC of The ICAI. Taking a step forward in this direction we have designed this course **50:50 Technology for Senior Professionals – 50 Key areas to learn in Computers and Technology.**

Learning has no age. We all are aware that there are many people in their 50's and 60's going back to college to earn their degree. At that point in their life they are probably doing it because it is something they want to accomplish. In a similar way Technology is vast changing and with Computers now being a part of life, there are many elderly professionals who want to get expertise in handling the same, with this intention we have launched this course to share our knowledge with them and to make them aware what a wealth of knowledge is available online. I certainly feel that this small step will have some impact in enriching their lives and empowering them.

I take this opportunity to place on record my sincere gratitude to CA Anirban Datta, Chairman, EIRC for entrusting me with this responsibility of being the Chairman of Information Technology Committee of EIRC. I would like to appreciate the sincere efforts of the dedicated team of professionals who have worked to make this course a reality.

I am sure that the members will definitely benefit from this course and it would create some difference in their life. I would be glad to receive inputs and suggestions for designing more of such courses in the near future.

I would just end by saying ***"It is not what Technology does to us, it is what we do to Technology. Get smart with Technology, choose wisely and use it in a way that benefits both you and those around you"***

Date : 9th April 2016
Place : Kolkata

CA Sanjib Sanghi,
Member, EIRC
Chairman, IT Committtee, EIRC

50|50
Technology for Senior Professionals

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What you can do with your Computer and Internet

Research in Topics on Internet

Google

- It is the most popular search engine on the World Wide Web, handling more than 3 billion searches each day.
- To visit this site type ***http:\\www.google.com*** in the address bar and press enter key (Figure 1.1.1)

Figure 1.1.1

1) **Write Text or Part of the text to Search**
2) **Click on Google search button and see the result (Figure 1.1.2)**

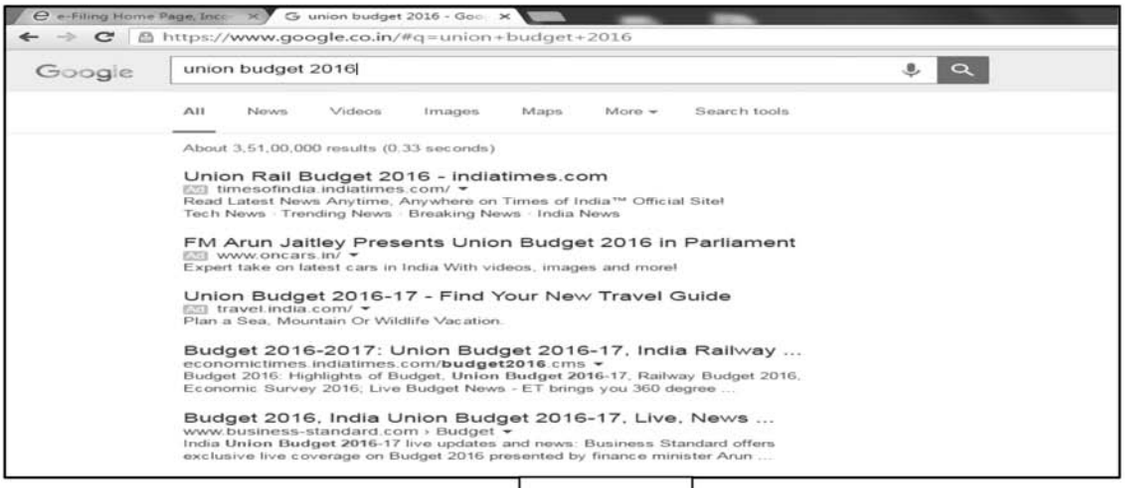


Figure 1.1.2

Wikipedia:

- It is the free, open content online encyclopedia created through the collaborative effort of a community of users known as wikipedians.
- To visit the site type
  - ***http:\\www.wikipedia.org*** in the address bar and press enter key

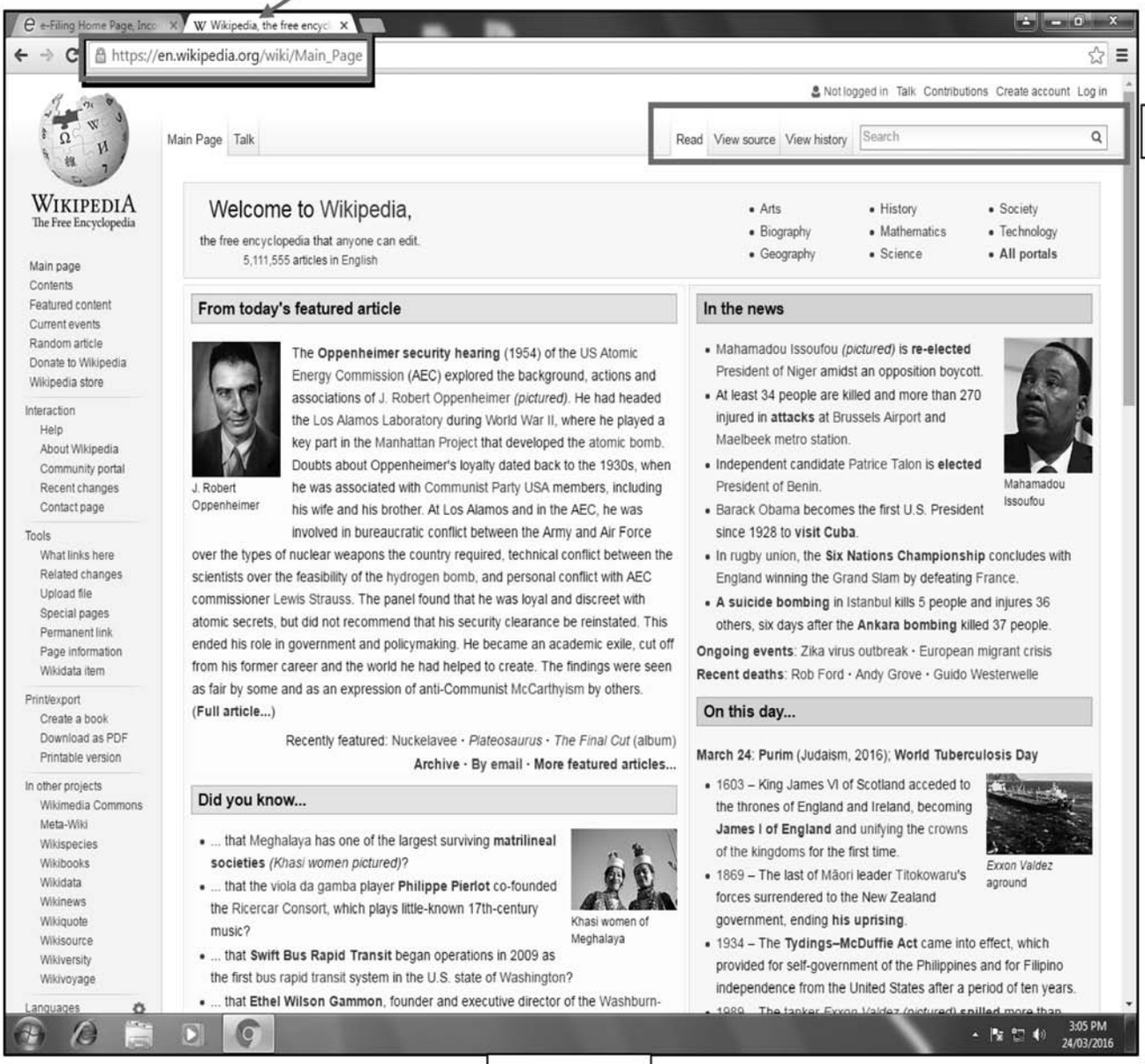


Figure 1.2.1

1) Write Text or Part of the text to Search (Figure 1.2.1)

Emails & Instant Messaging (Gmail, Whatsapp)

What is gmail?

Gmail is a free, search-based email (Webmail) service, which is accessible from a Web browser anywhere in the world so long as an Internet connection is present.

Create an user account

Step 1: Sign Up(Figure 2.1.1)

Figure 2.1.1

- Go to: www.gmail.com
- Click here to Create your Account

Step2 : Fill up the following details (figure : 2.1.2 & 2.1.3)

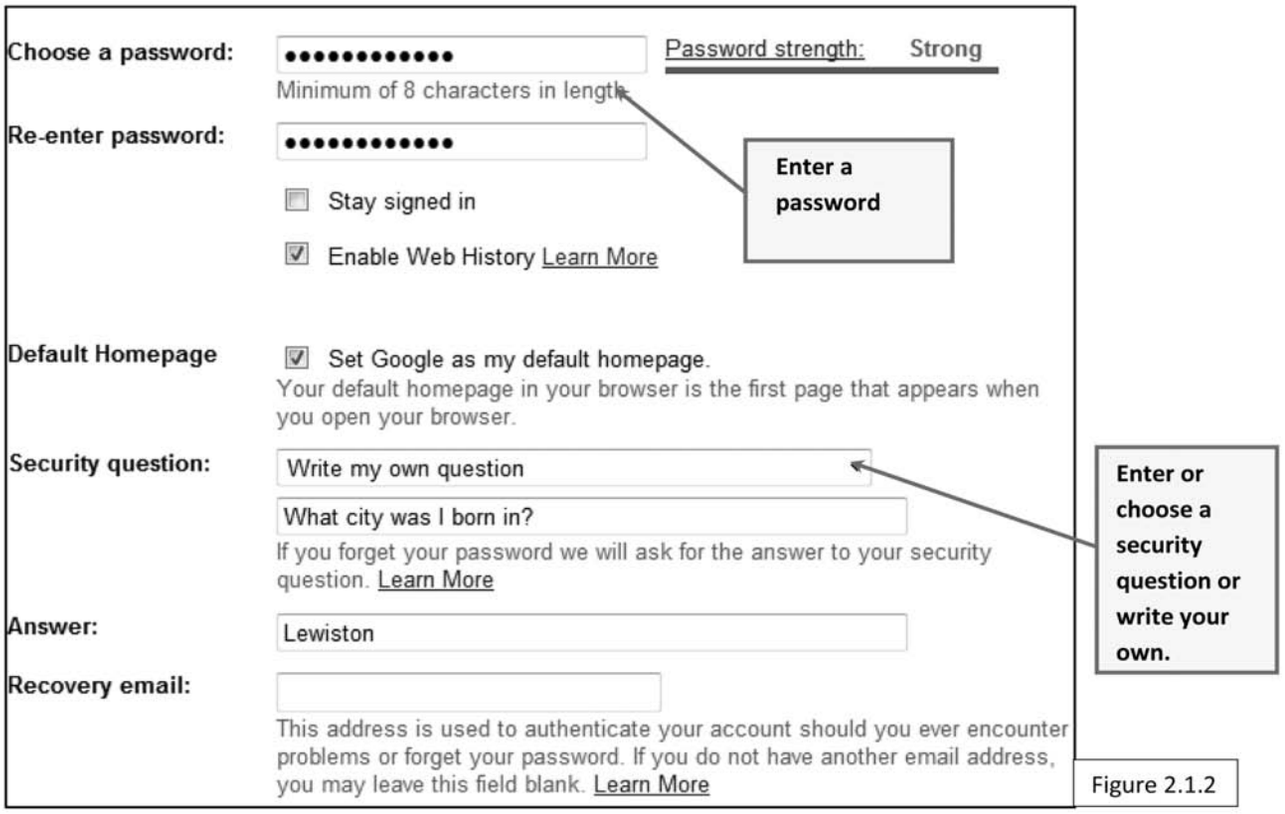


Figure 2.1.2

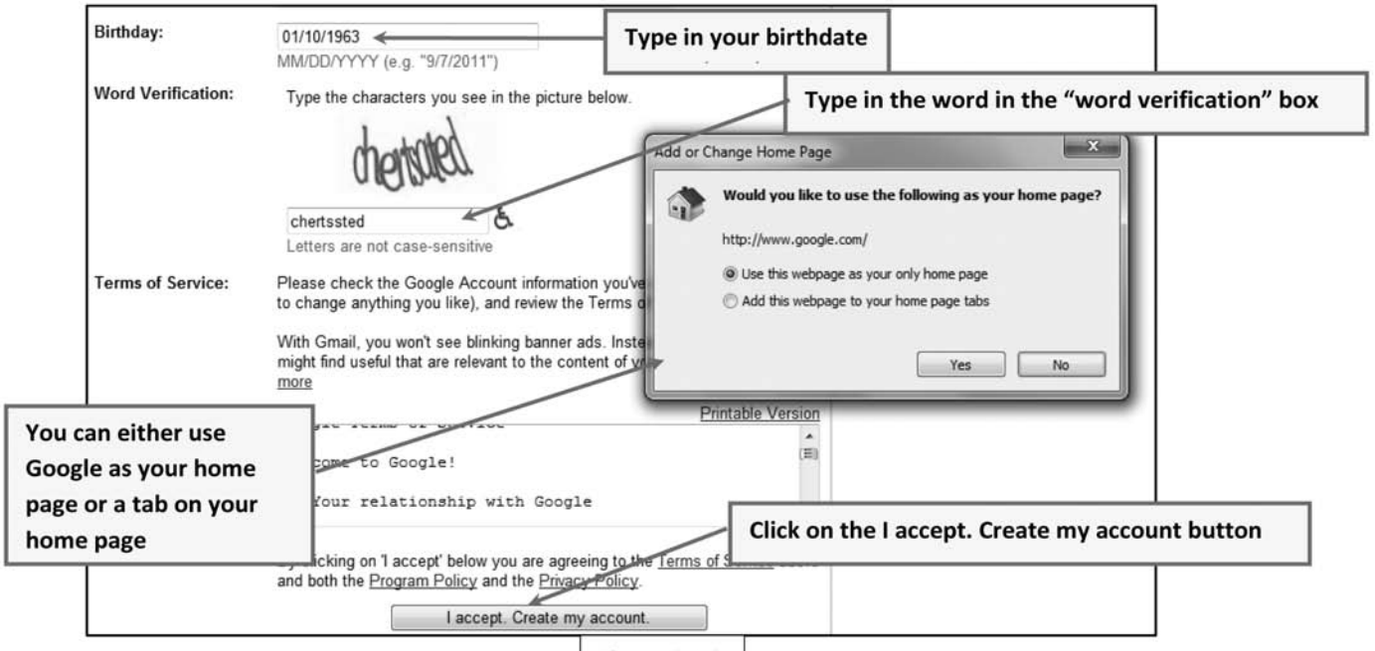


Figure 2.1.3

- **Step3 : Click on Show me my account to complete the Step (Figure 2.1.4 , Figure 2.1.5)**

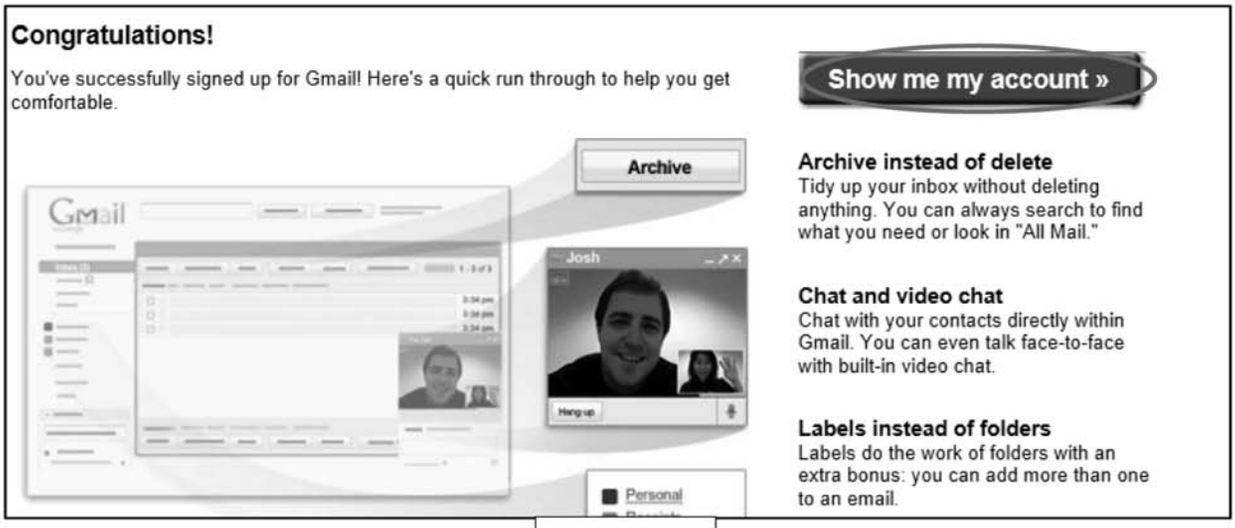


Figure 2.1.4

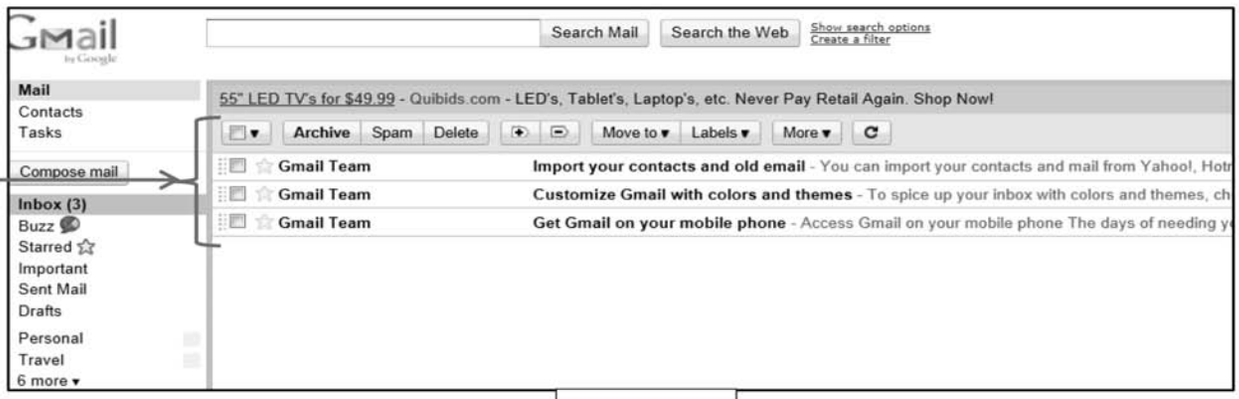


Figure 2.1.5

- Notice the 3 emails that you have received from Google in your inbox
- The emails have 3 tutorials explaining some of the features of Gmail.

Exchange of Message through Gmail

Composing a "New Message" and create new contact(Figure 2.1.6)

- **Contacts**
  - **Like an address book**
  - **Contains email addresses & contact information**
- **Click on "New" or "Compose**

Figure 2.1.6

- **Subject:**
  - **Brief description**
  - **CC (Carbon Copy)**

(To include other people in an email message).

- **BC (Blind Carbon Copy)**

(Addresses will not be visible to other parties).

- **Attachments**
- **Attach or Upload files**

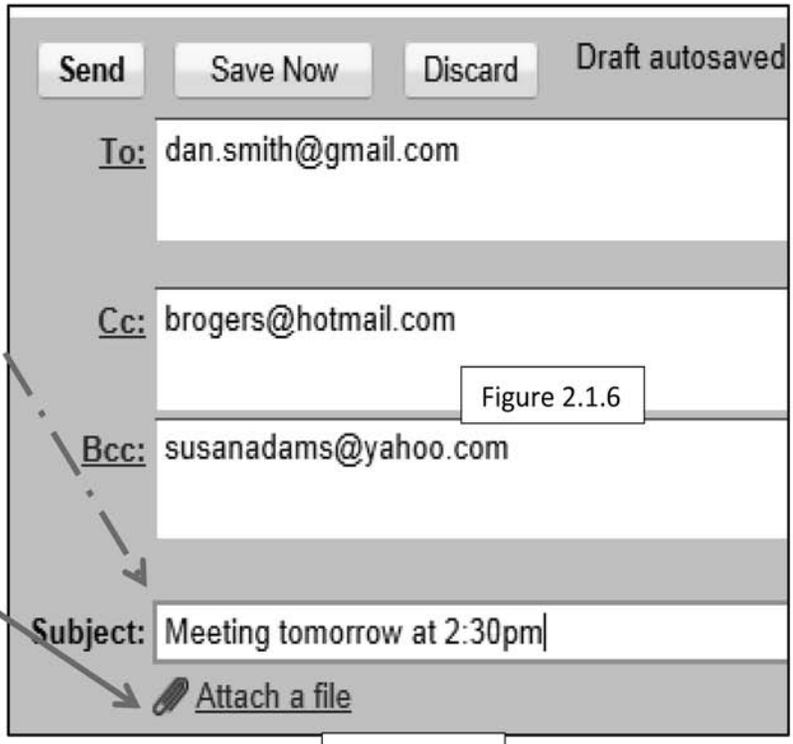


Figure 2.1.6

Figure 2.1.7

Draft or Send

- **Draft:Save it to send later**
- **Send**

(Click only when the message is complete and ready to send.)

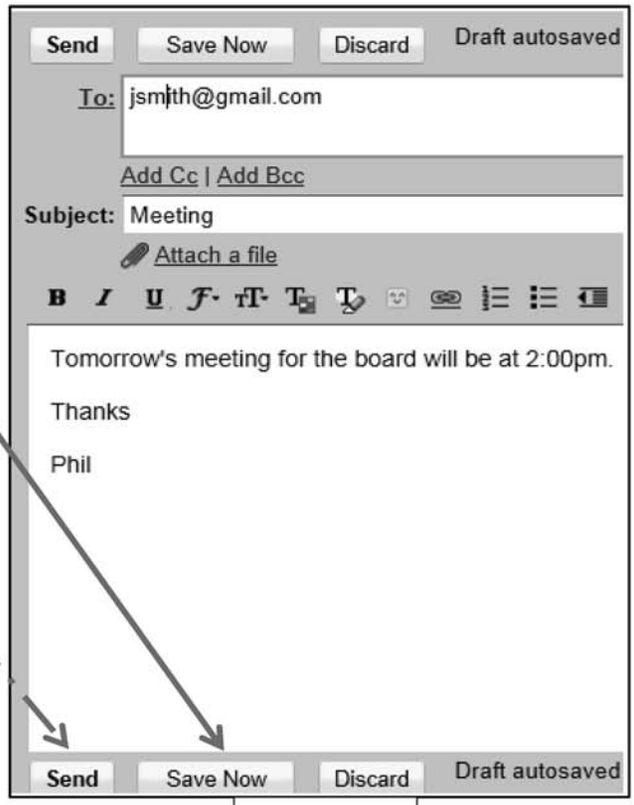


Figure 2.1.8

Inbox: For Incoming Mail Check(Figure2.1.9)

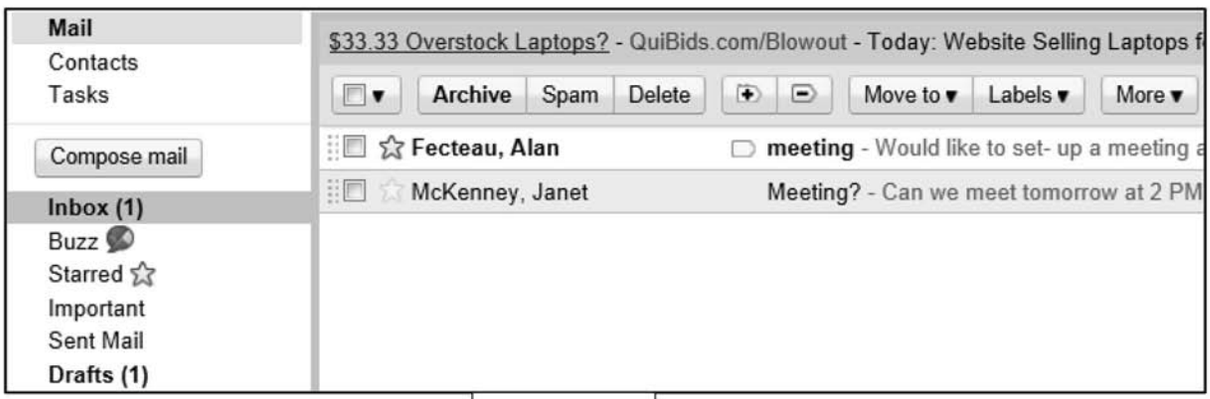


Figure 2.1.9

Shows all incoming mail you have received

- **Click on the email to read it.**
- **All unread emails are usually marked in bold text**

Reply or Reply All

Respond to Incoming Mail(Figure 2.1.10)

- **When you want to respond to an email, Click here**

New window will appear to compose your message & Reply All. The message will be sent to all parties in the email.

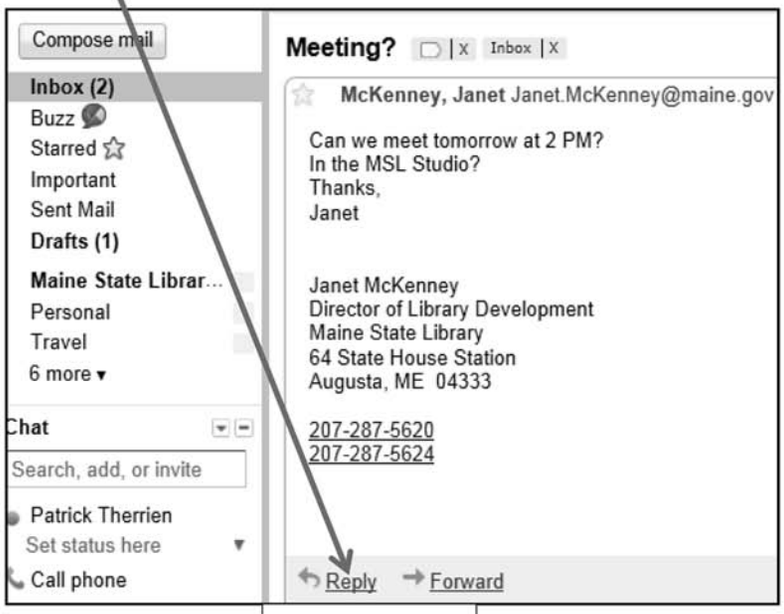


Figure 2.1.10

Forwarding an Email

- **Do you want to share an email message with another individual?**

You can share an email message with another individual by Forwarding it.

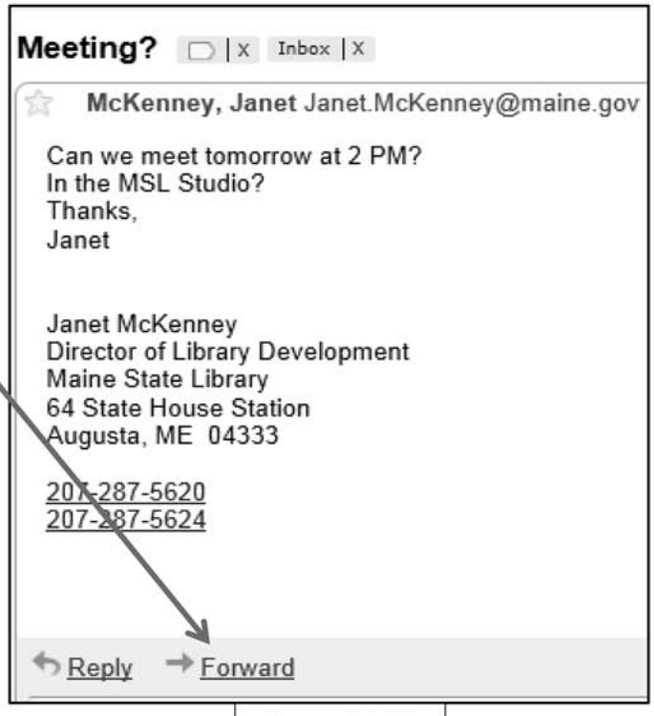


Figure 2.1.11

Whatsapp

WhatsApp is a play on the casual greeting "what's up?". It is an ad-free mobile messaging app that allows users to exchange text and media messages through their Internet data plan or through Wi-Fi. Users do not have to pay for SMS. Once you start using WhatsApp to connect with your friends, you'll wonder how you ever lived without it!

Download WhatsApp (Figure 2.2.1)

Figure 2.2.1

*The app is available on its website and in the iTunes App Store and Google play Store.

Launch the app from your smartphone.

Figure 2.2.2

Follow the onscreen prompts to create a WhatsApp account that will be linked to your phone number. Allow WhatsApp to sync with your Contacts to message people you know with ease.(Figure 2.2.1)

Figure 2.2.3

Tap "Status" in the bottom horizontal navigation bar. Tap the "+" in the top right corner to add a new custom status.(Figure 2.2.3)

- You can edit your current status by tapping the button under "Your current status is:" or selecting a default or previous status from the list below.(Figure 2.2.4)

Figure 2.2.4

Invite Friend Tap on the "Contacts" tab in the middle of the navigation bar. Find a contact and tap on it to view its details

Figure 2.2.5

Start a chat. Tap "Chats" in the navigation bar. Tap the pencil icon in the top right corner and select a contact to start a new WhatsApp message with.(Figure 2.2.5)

Figure 2.2.6

Wait for your message to be delivered to your friend's phone. One checkmark next to your message means that it was delivered to the server, and two checkmarks mean that it was delivered to the recipient's device.(2.2.6)

Figure 2.2.7

Keep in touch with Friends, family and Clients

Face Book

It is a free popular social networking site that allows register user to create profile, upload photos and videos etc and most importantly to keep in touch with your friends, family and colleagues at any time and from any part of the world.

The following simple steps will help you to register as an user of Facebook.

Step 1: Create your Account (Figure 3.1.1)

Figure 3.1.1

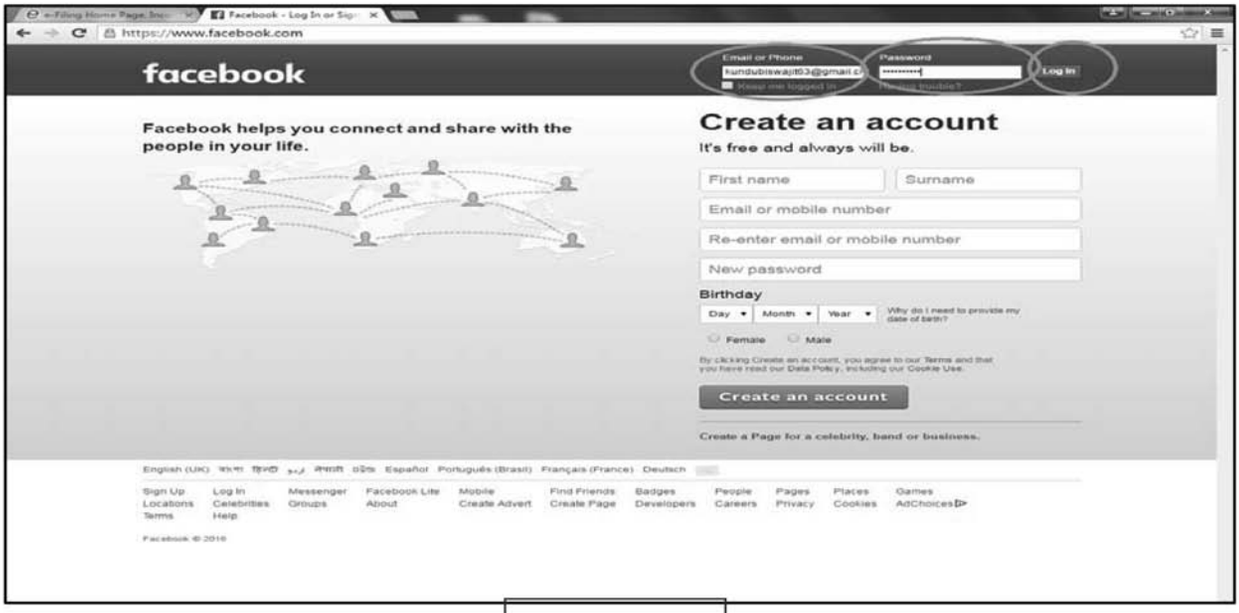


Figure 3.1.2

Step 3:Now start work with facebook account - Add friends, Upload Photos /Videos, Chat with your friends, colleagues and relatives (Figure3. 1.3)

Figure3.1.3

Step 4 : Sign out from your account (figure 3.1.4). Don't miss to logout after you are done.

Figure 3.1.4

Skype

Skype is for doing things together, whenever you're apart. Skype's text, voice and video make it simple to share experiences with the people that matter to you, wherever they are.

With Skype, you can share a story, celebrate a birthday, learn a language, hold a meeting, work with colleagues – just about anything you need to do together every day. You can use Skype on whatever works best for you - on your phone or computer or a TV with Skype on it.

Let's get started.

We need to download Skype from the internet.

You can search download Skype in Google or you can go to this link directly -

http://www.skype.com/en/download-skype/skype-for-computer/

And just click on download and it will download to your computer. (Figure 3.2.1)

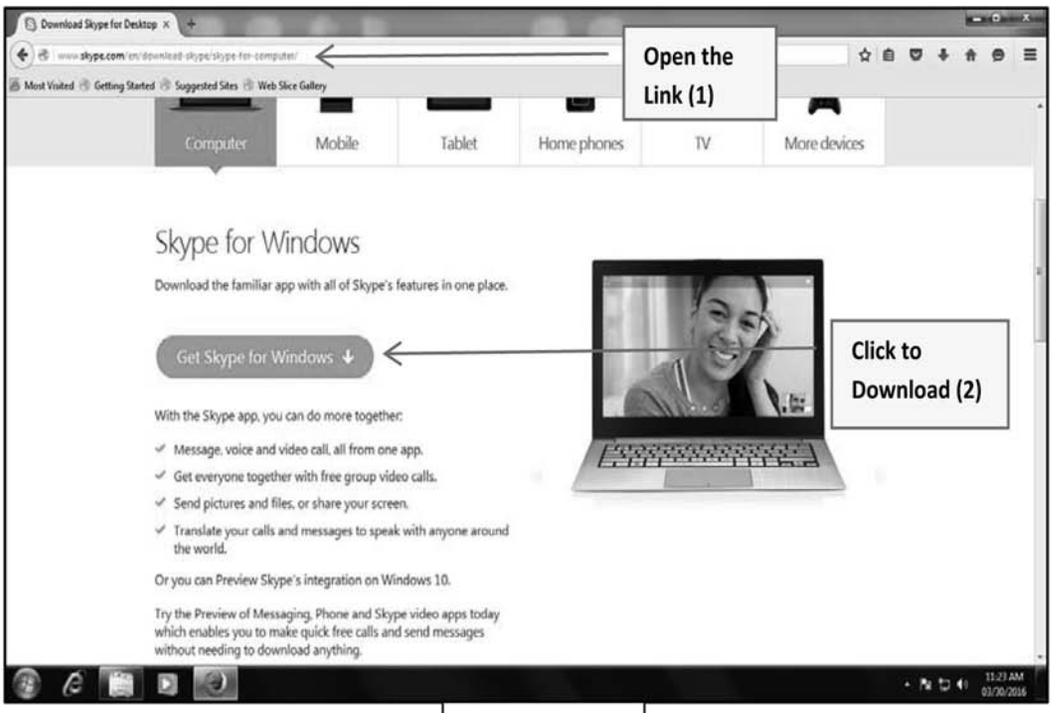


Figure 3.2.1

After downloading Skype install it in your computer using wizard as given bellow (Figure 3.2.2)

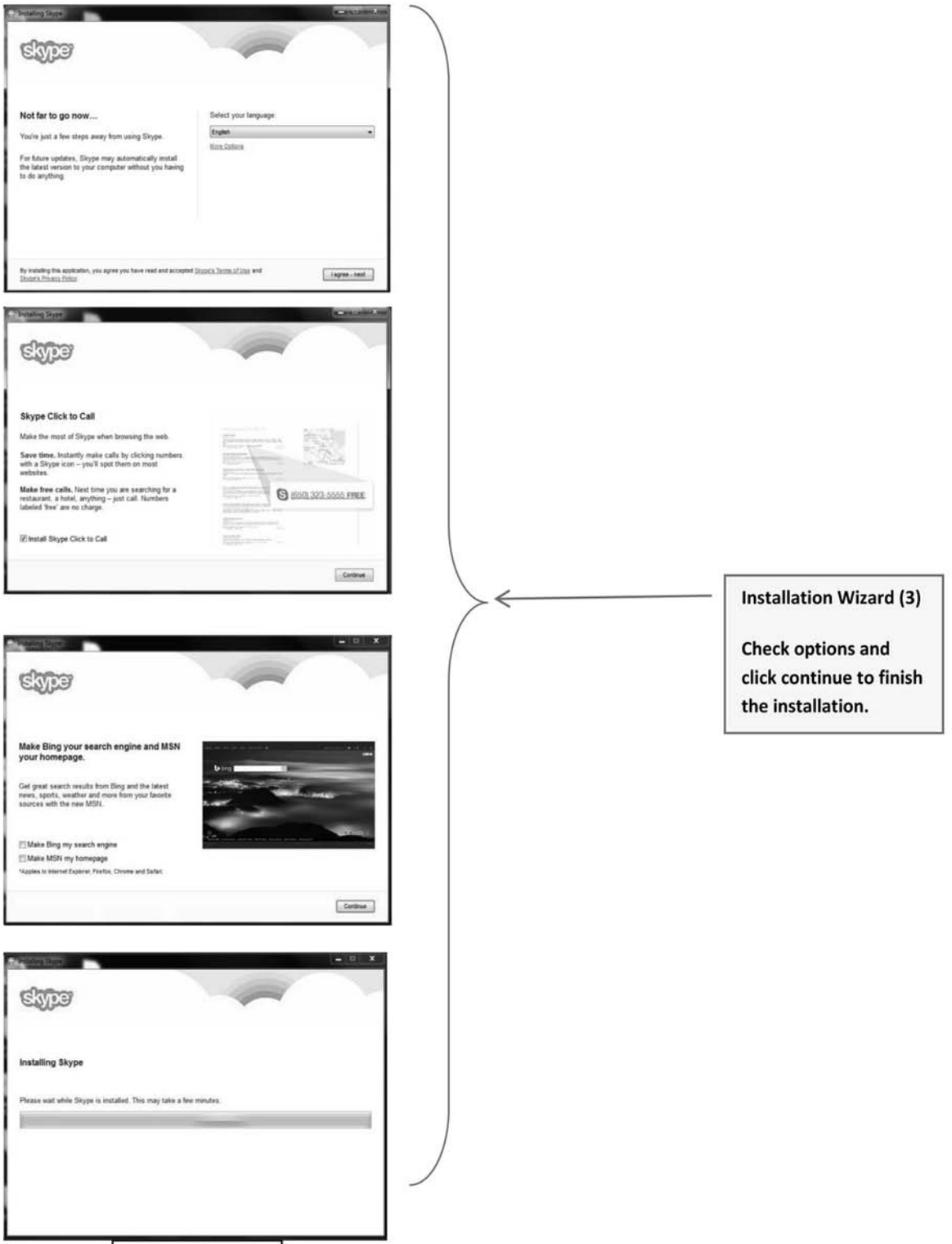


Figure3.2.2

Once you installed it you will see a screen as below.

Now you need to enter either Skype names or email or mobile no and password or if you don't have any click on "create an account" or if you want to sign in with Facebook there is an option also. (Figure 3.2.3)

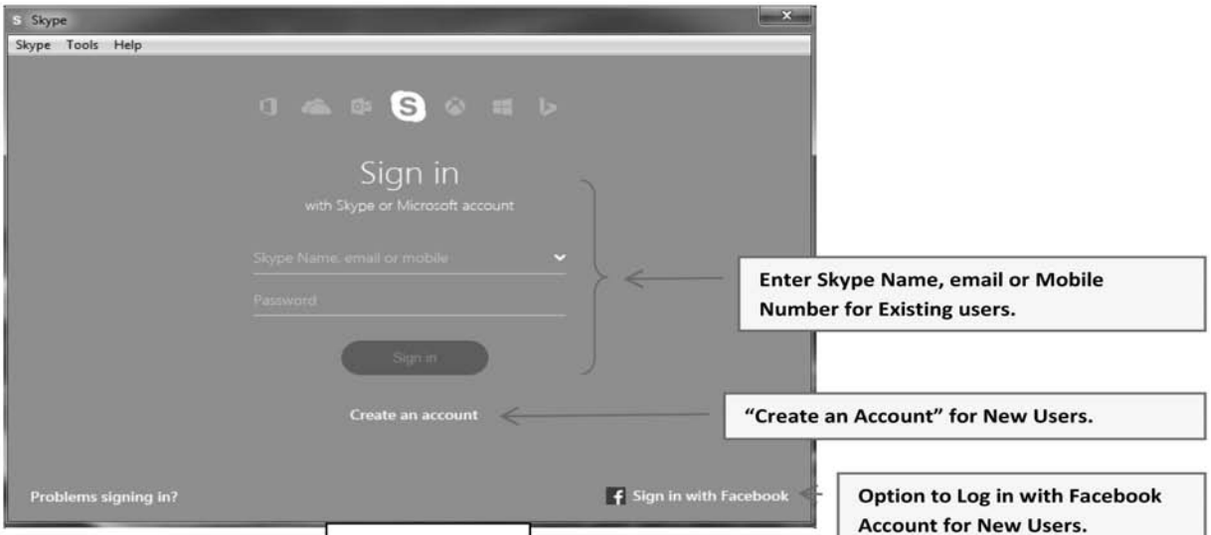


Figure3.2.3

Now in following window (Figure 3.2.4) we will see how to create a new account by clicking on "create an account" option as directed in above picture.

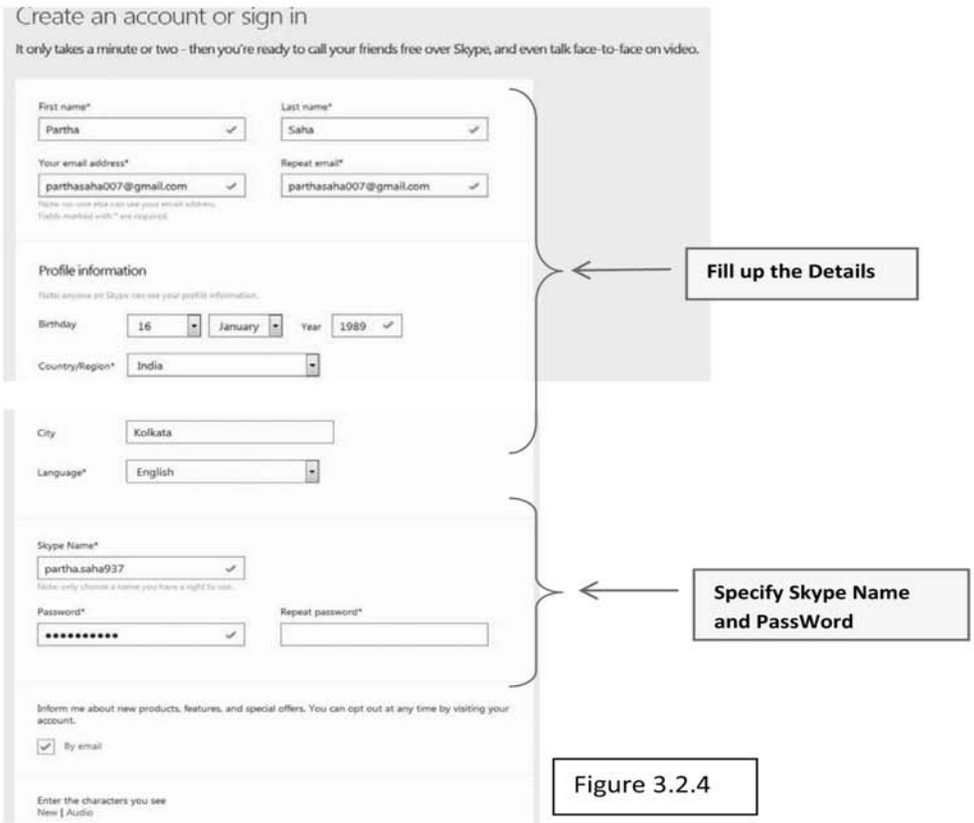


Figure 3.2.4

Once you have successfully created your Skype Account, Login as directed in the penultimate picture you will see a screen as below asking for setting up Skype. (Figure 3.2.5)

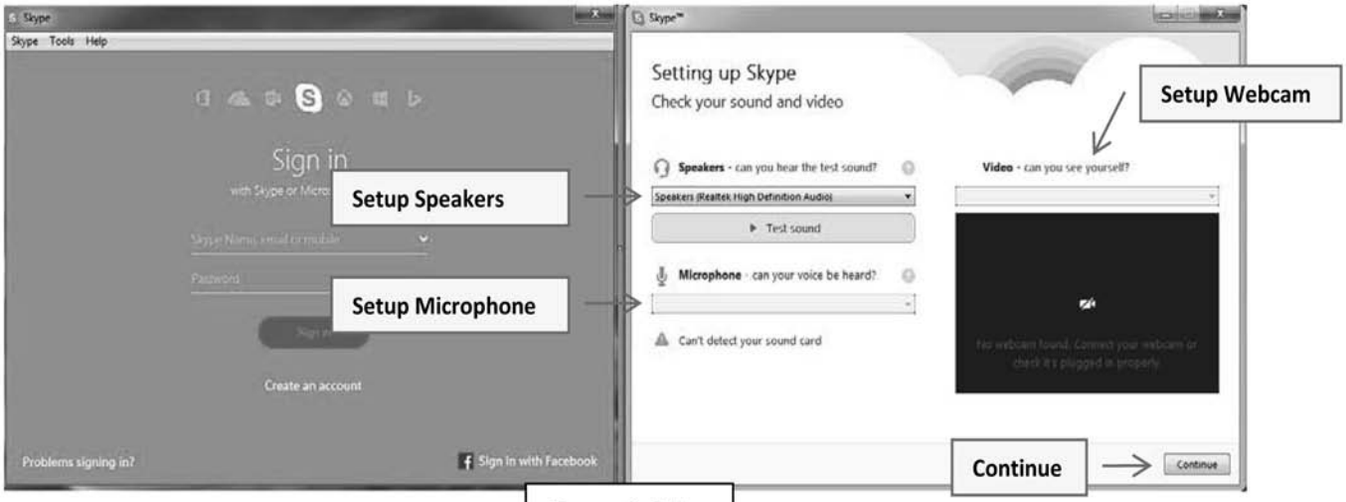


Figure 3.2.5

After you have set up your webcam and Microphone go ahead and click on continue. (Figure 3.2.5)

You will see the next screen like below. Where you may add a profile picture or skip it by pressing add later or continue. (Figure 3.2.6)

Figure 3.2.6

To Add a profile Picture:

To add your profile picture you can go ahead and use your webcam or if you have any picture saved in your computer just click on add files and select your favorite one and click on continue. (Figure 3.2.6)

You will be on next screen (Figure 3.2.7)

Figure 3.2.7

Click on "use this picture" to go to next and final stage. (Figure 3.2.7)

Figure 3.2.8

The following is the home screen of Skype and the main parts are marked in the given picture. (Figure 3.2.9)

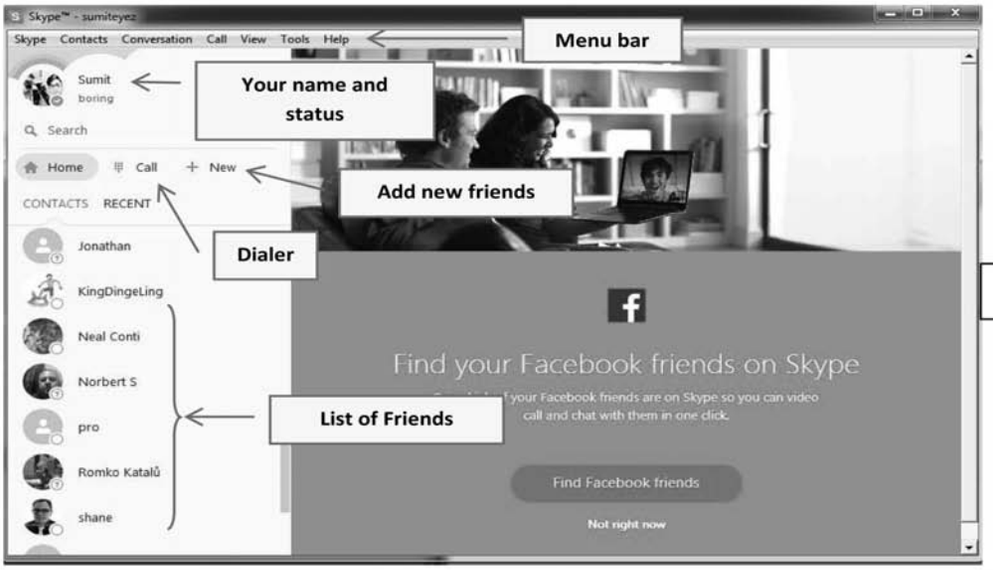


Figure 3.2.9

In the following screen you will see how to communicate with your friends & family using skype. Click on any friend's name from the list and use the marked options. (Figure 3.2.10)

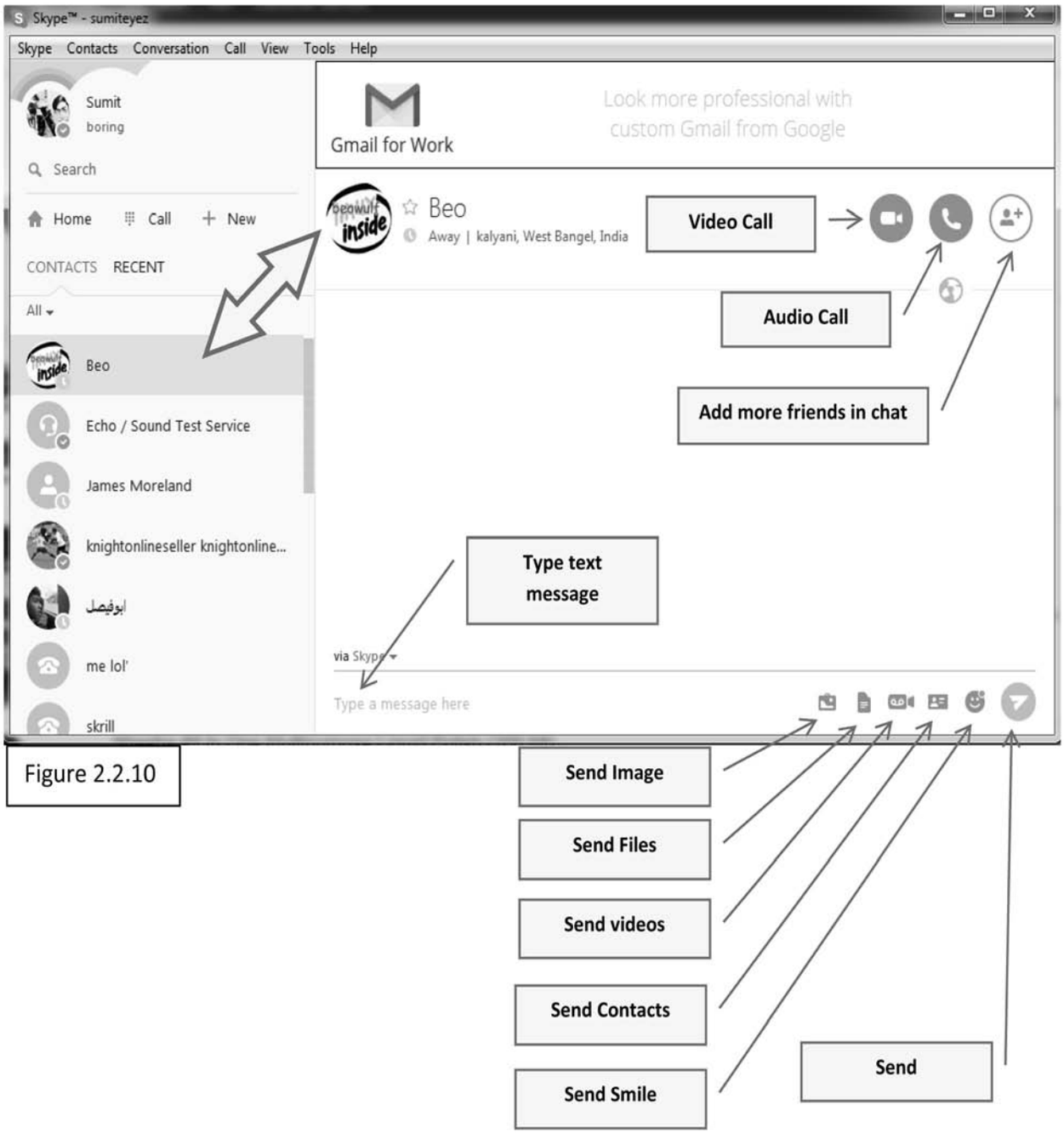


Figure 2.2.10

Plan your Travel and Shop Online

Gone are those days when we needed to queue hours before the reservation counters or you wait to take out some time from your busy schedule to buy some books, gifts or somephing for your self.

It is only because these can be easily availed from laptops, mobiles and PCs itself via various websites namely

i) www.irctc.co.in
ii) www.goibibo.com
iii) www.makemytrip.com

→ For online rail/air ticket booking

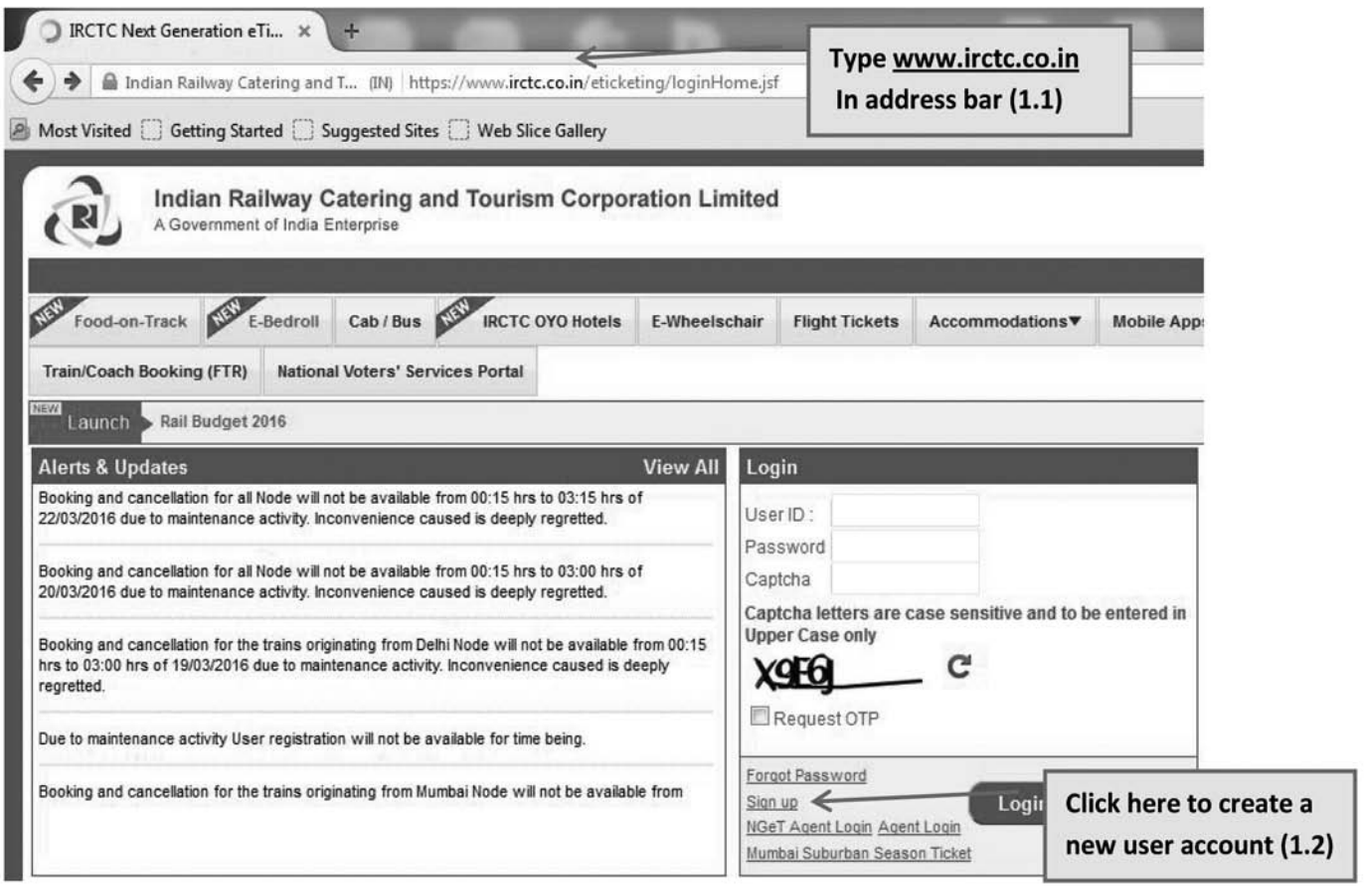
iv) www.amazon.com
v) www.flipkart.com
vi) www.bigbasket.com

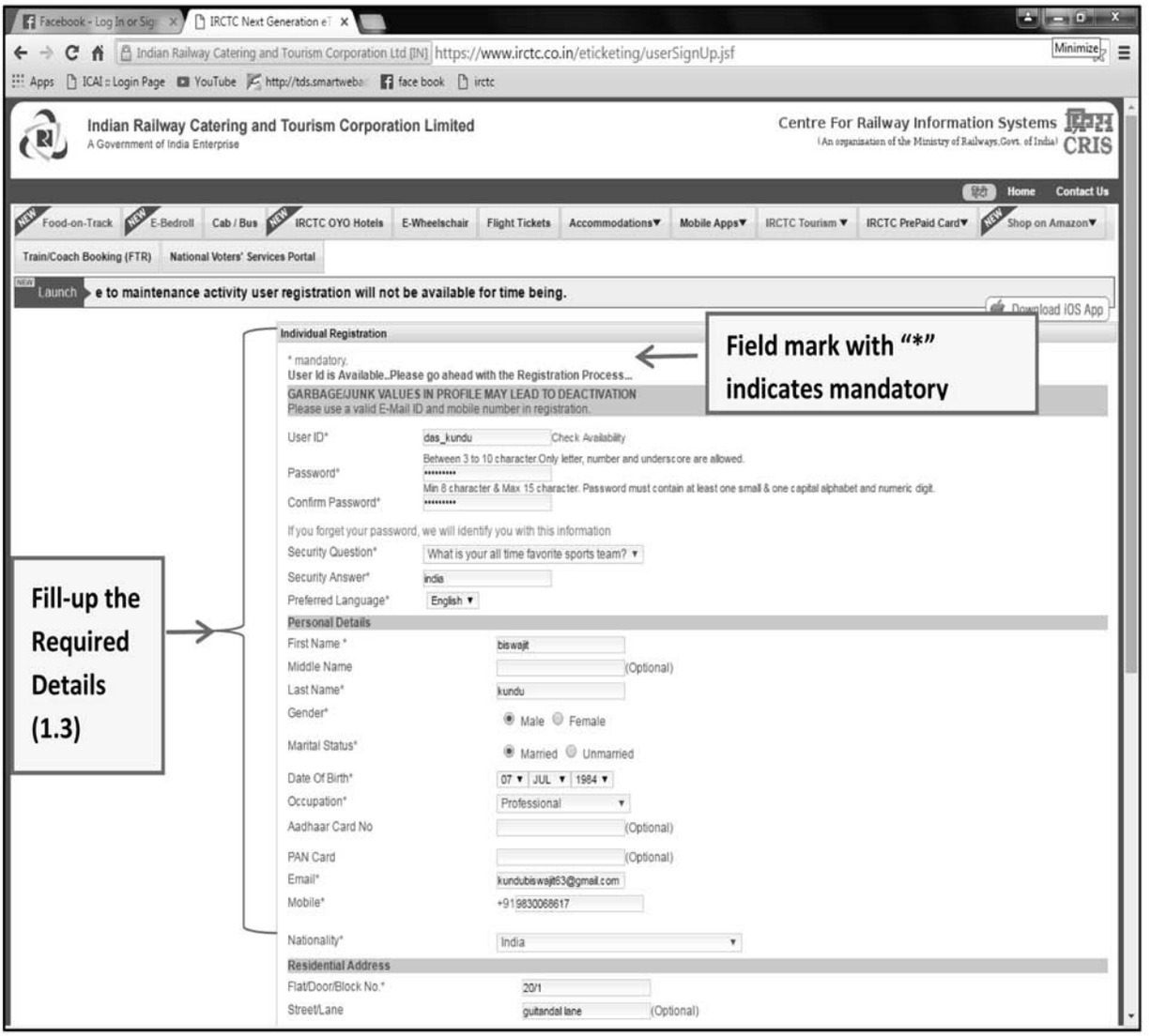
→ For Shop online

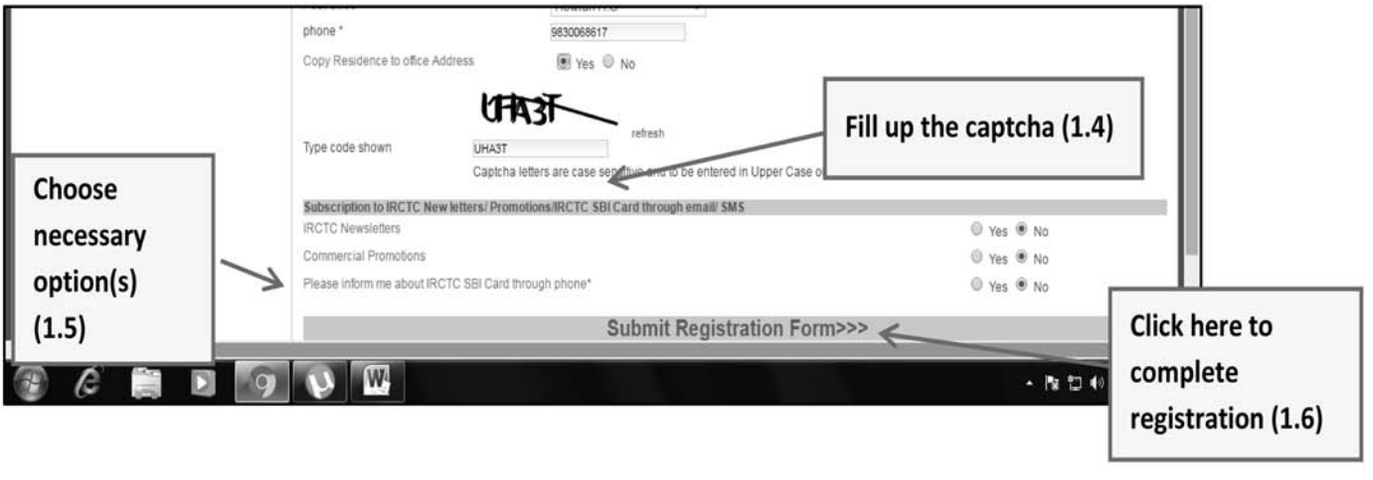
Railway Online Reservation

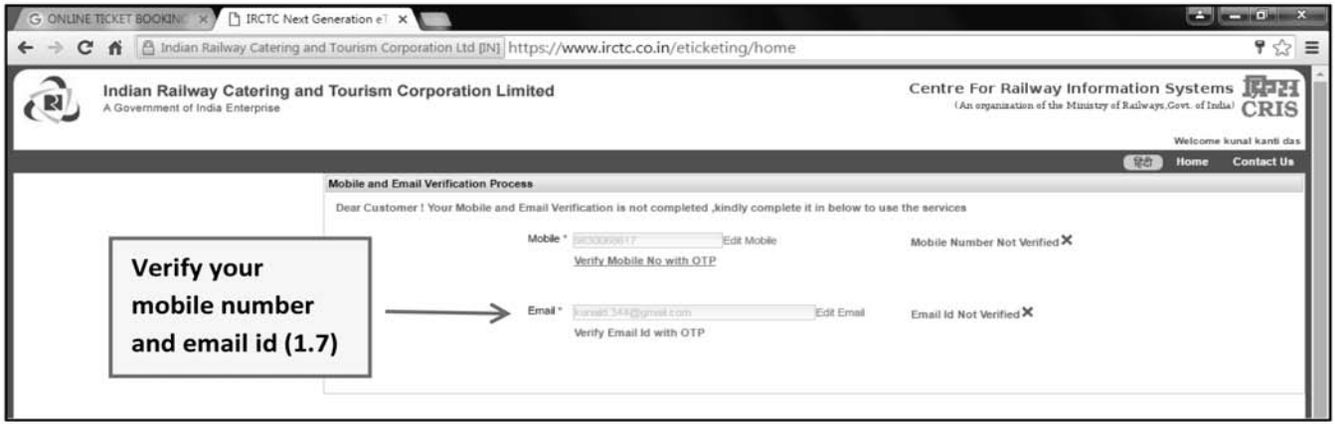
Now let us learn how to book a ticket using http:\\www.irctc.co.in

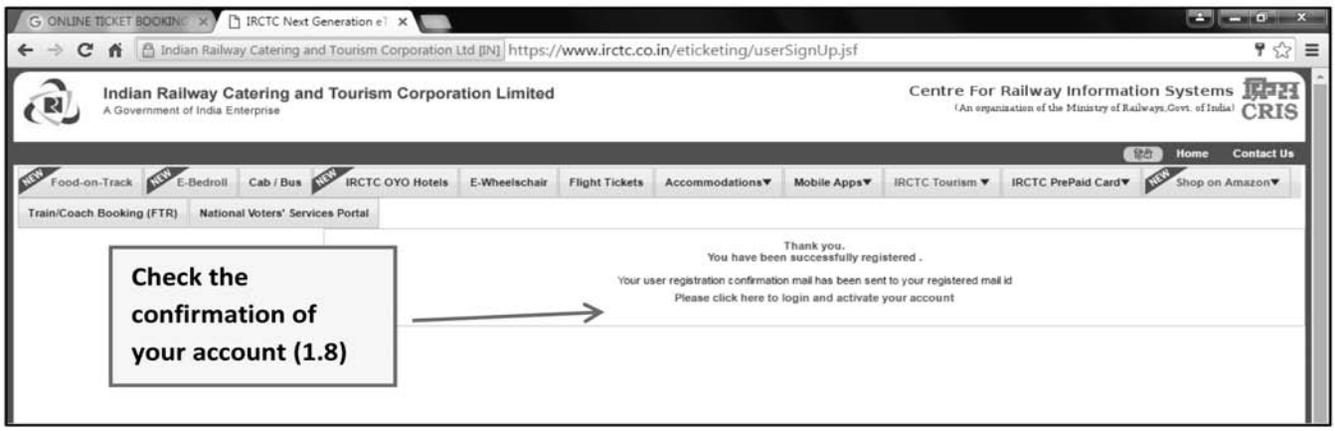
Step 1: Create a new Account



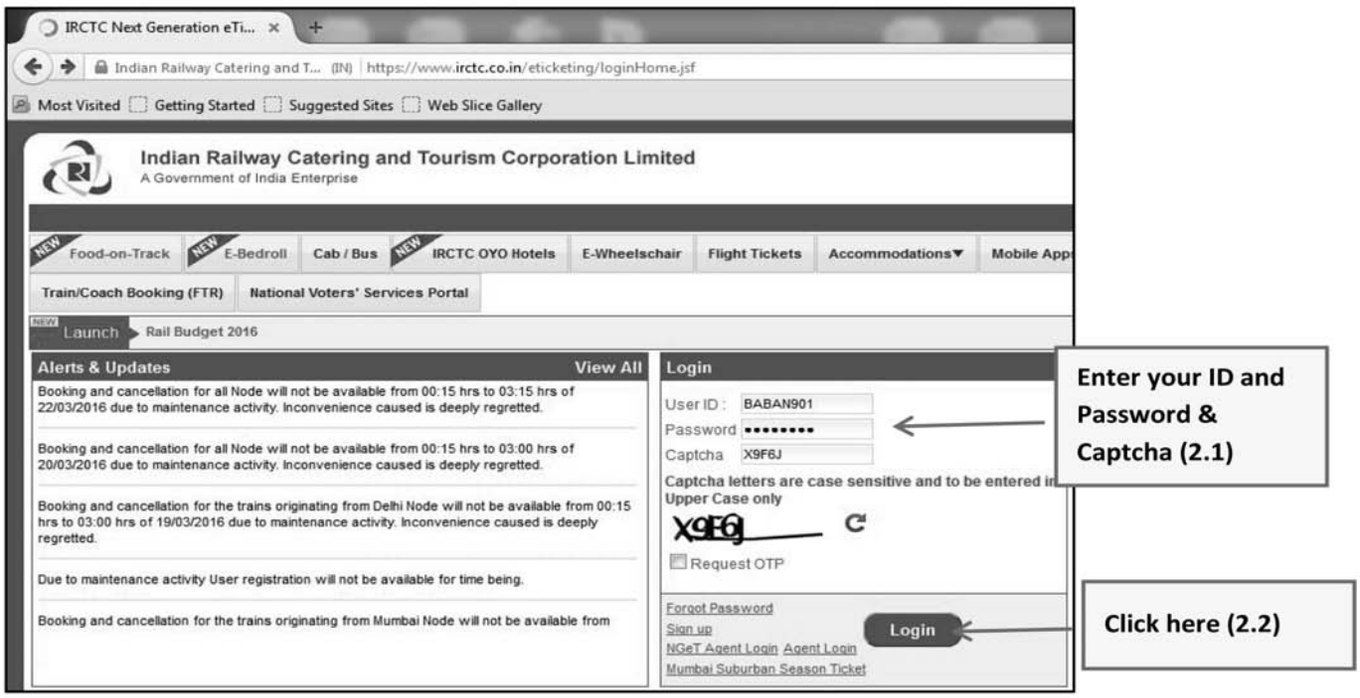

Indian Railway Catering and Tourism Corporation Limited
A Government of India Enterprise
Centre For Railway Information Systems
CRIS
Individual Registration
* mandatory.
User Id is Available..Please go ahead with the Registration Process...
GARBAGE/JUNK VALUES IN PROFILE MAY LEAD TO DEACTIVATION
Please use a valid E-Mail ID and mobile number in registration.
Field mark with "*" indicates mandatory
Fill-up the Required Details (1.3)
Personal Details
Residential Address

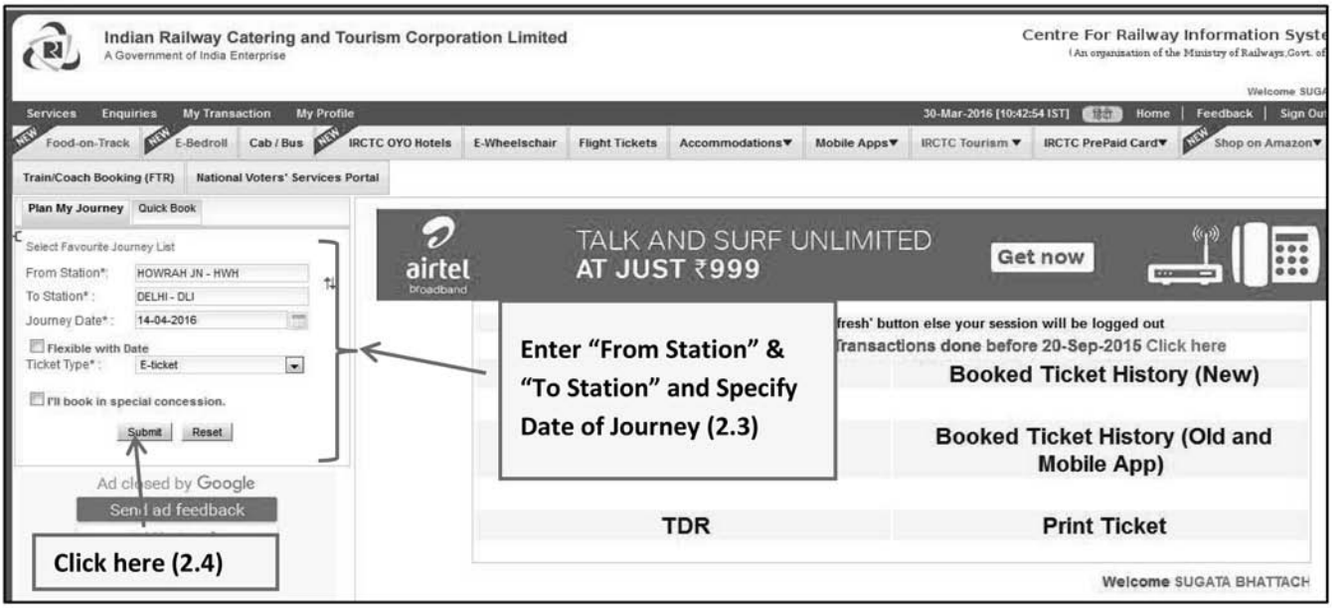

Fill up the captcha (1.4)
Choose necessary option(s) (1.5)
Subscription to IRCTC New letters/ Promotions/IRCTC SBI Card through email/ SMS
Submit Registration Form>>>
Click here to complete registration (1.6)

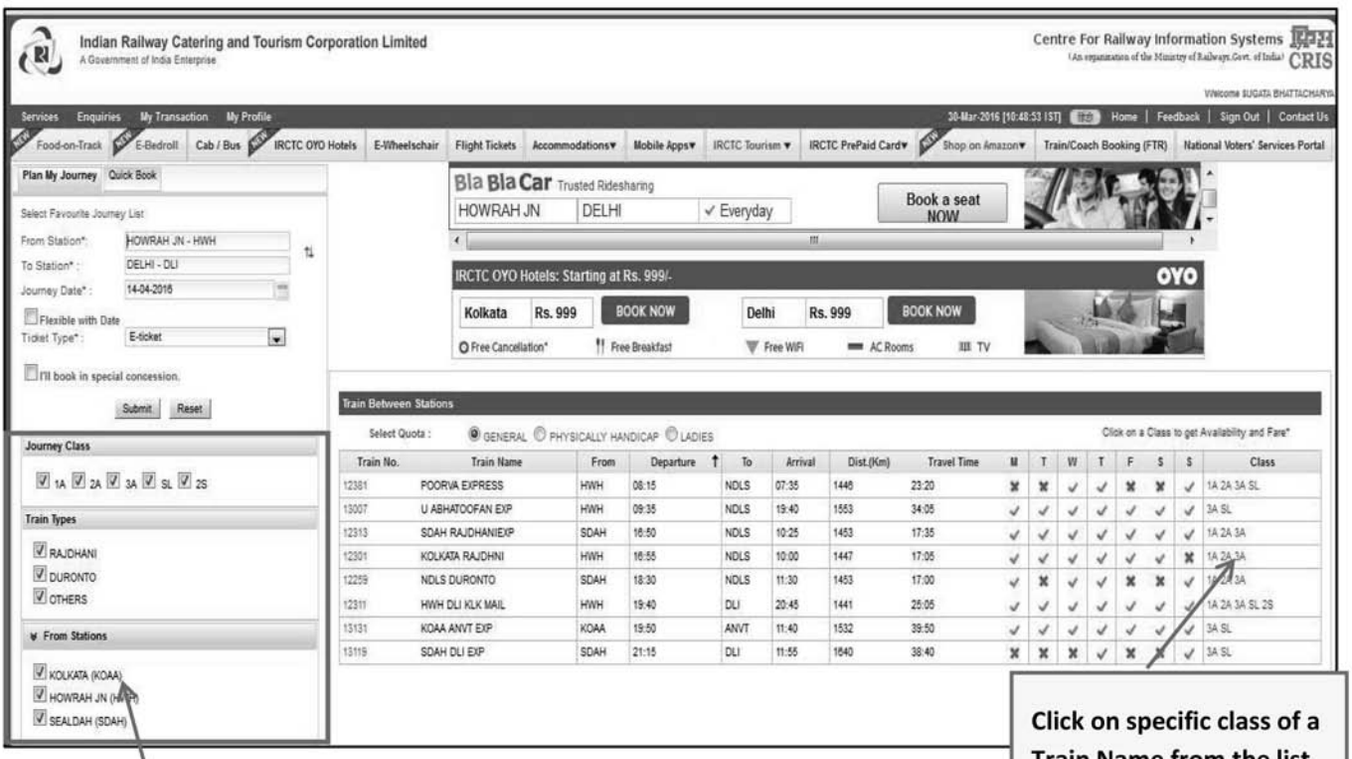


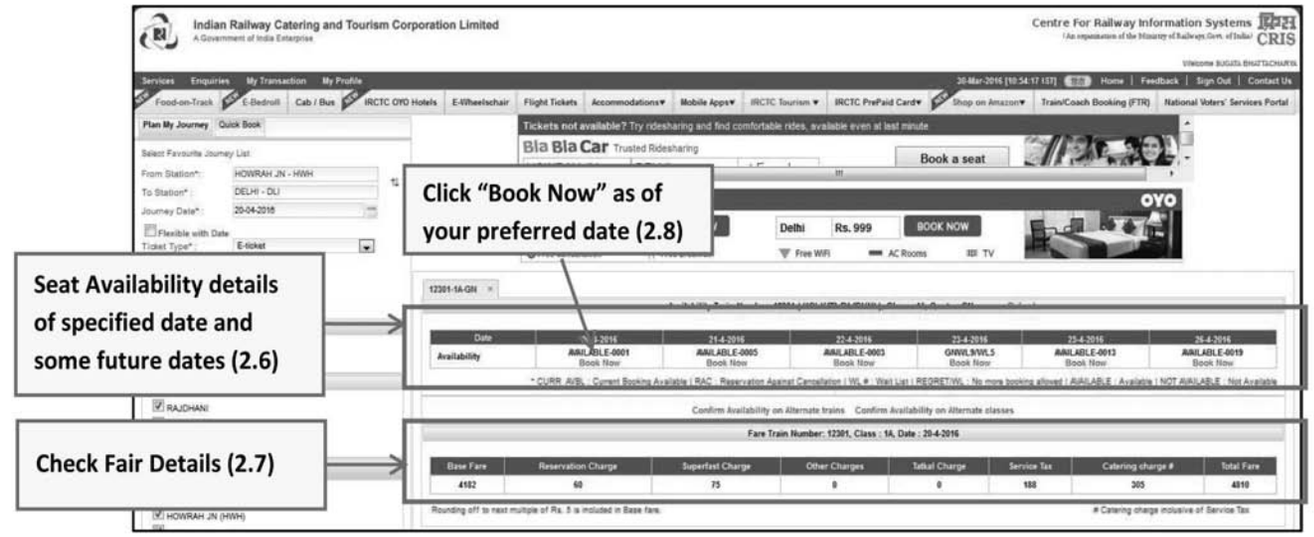


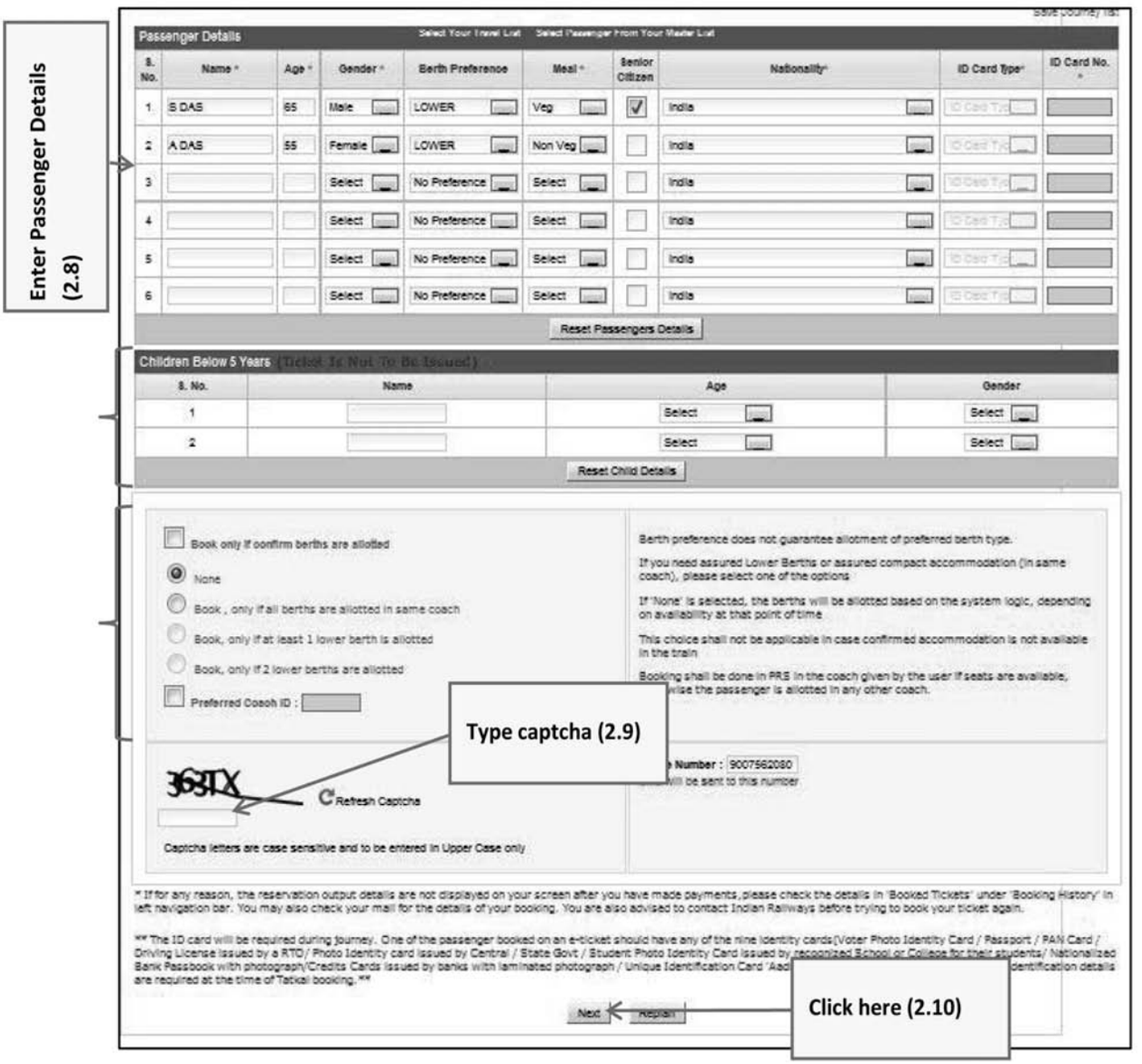
Step 2: How to Book a Ticket Online

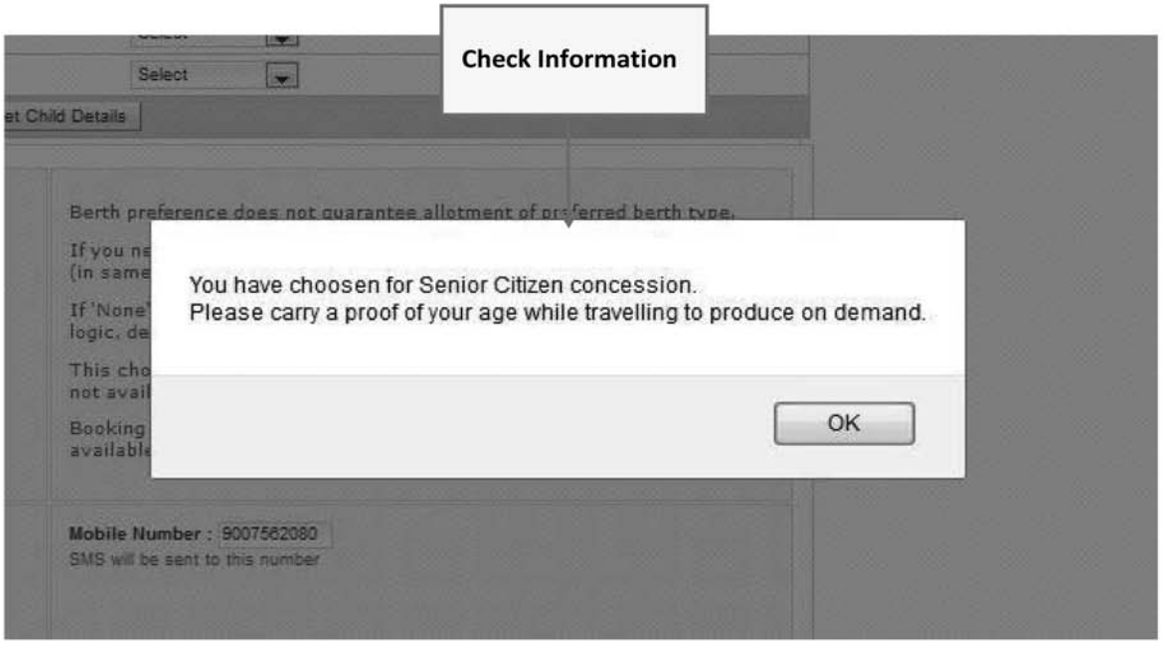


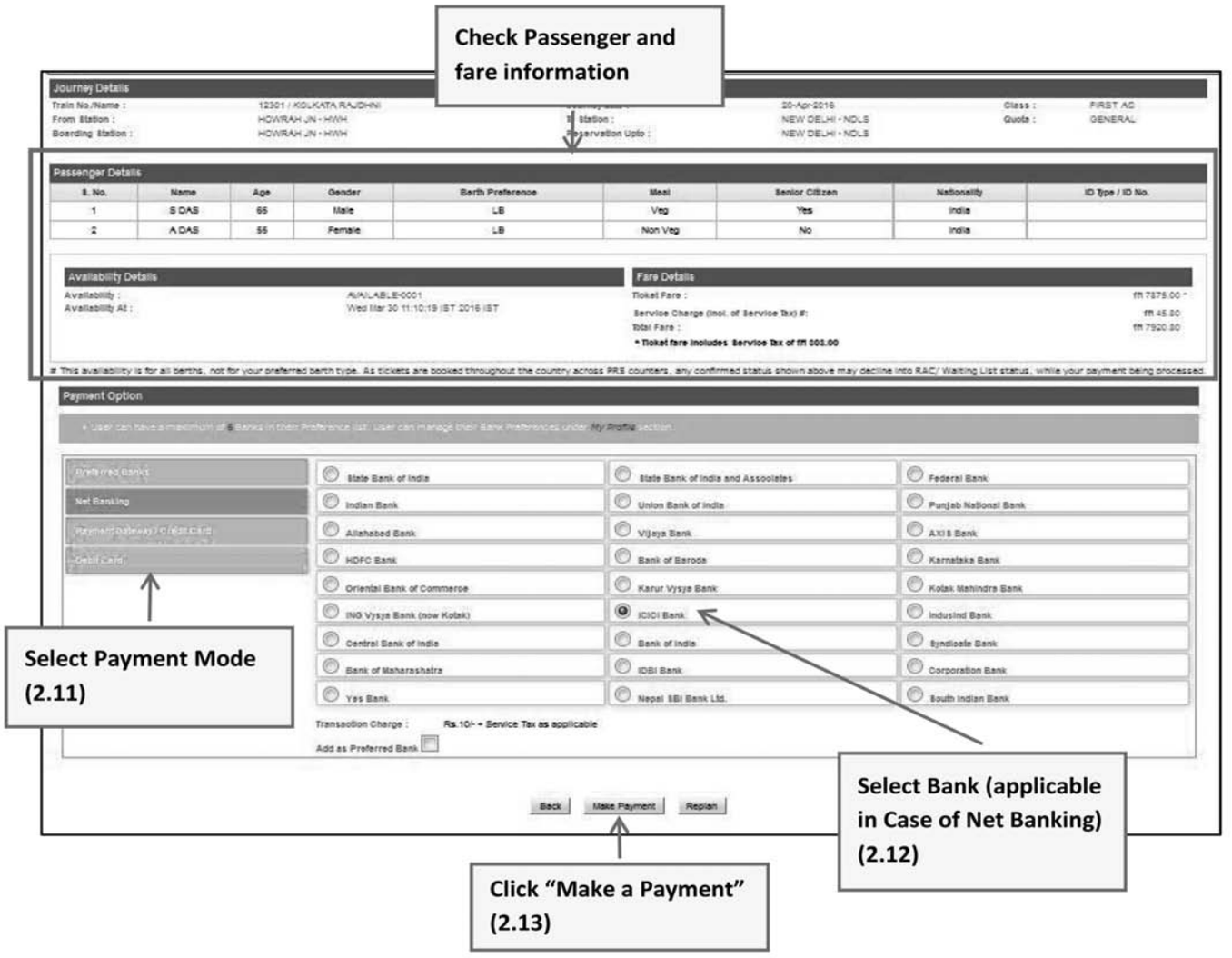

Indian Railway Catering and Tourism Corporation Limited
A Government of India Enterprise
Centre For Railway Information Syste
Services
Enquiries
My Transaction
My Profile
Home
Feedback
Sign Out
Food-on-Track
E-Bedroll
Cab / Bus
IRCTC OYO Hotels
E-Wheelschair
Flight Tickets
Accommodations
Mobile Apps
IRCTC Tourism
IRCTC PrePaid Card
Shop on Amazon
Train/Coach Booking (FTR)
National Voters' Services Portal
Plan My Journey
Quick Book
Select Favourite Journey List
From Station*:
HOWRAH JN - HWH
To Station* :
DELHI - DLI
Journey Date* :
14-04-2016
Flexible with Date
Ticket Type* :
E-ticket
I'll book in special concession.
Submit
Reset
Ad closed by Google
Send ad feedback
airtel
broadband
TALK AND SURF UNLIMITED
AT JUST ₹999
Get now
Enter "From Station" & "To Station" and Specify Date of Journey (2.3)
Click here (2.4)
fresh' button else your session will be logged out
Transactions done before 20-Sep-2015 Click here
Booked Ticket History (New)
Booked Ticket History (Old and Mobile App)
TDR
Print Ticket
Welcome SUGATA BHATTACH

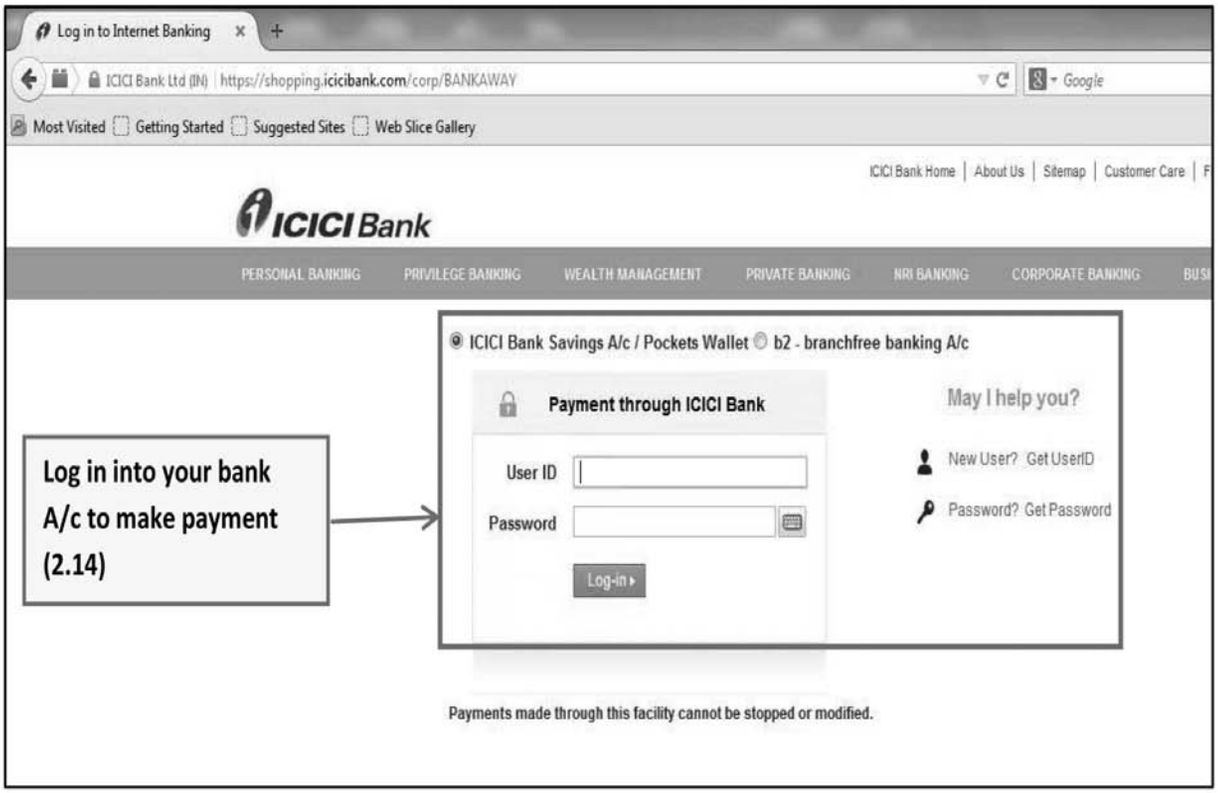

Indian Railway Catering and Tourism Corporation Limited
A Government of India Enterprise
Centre For Railway Information Systems
CRIS
Services
Enquiries
My Transaction
My Profile
Home
Feedback
Sign Out
Contact Us
Food-on-Track
E-Bedroll
Cab / Bus
IRCTC OYO Hotels
E-Wheelschair
Flight Tickets
Accommodations
Mobile Apps
IRCTC Tourism
IRCTC PrePaid Card
Shop on Amazon
Train/Coach Booking (FTR)
National Voters' Services Portal
Plan My Journey
Quick Book
Select Favourite Journey List
From Station*:
HOWRAH JN - HWH
To Station* :
DELHI - DLI
Journey Date* :
14-04-2016
Flexible with Date
Ticket Type* :
E-ticket
I'll book in special concession.
Submit
Reset
Bla Bla Car
Trusted Ridesharing
HOWRAH JN
DELHI
Everyday
Book a seat NOW
IRCTC OYO Hotels: Starting at Rs. 999/-
OYO
Kolkata
Rs. 999
BOOK NOW
Delhi
Rs. 999
BOOK NOW
Free Cancellation*
Free Breakfast
Free WiFi
AC Rooms
TV
Journey Class
1A 2A 3A SL 2S
Train Types
RAJDHANI
DURONTO
OTHERS
From Stations
KOLKATA (KOAA)
HOWRAH JN (HWH)
SEALDAH (SDAH)
Train Between Stations
Select Quota :
GENERAL
PHYSICALLY HANDICAP
LADIES
Click on a Class to get Availability and Fare*
Train No.
Train Name
From
Departure
To
Arrival
Dist.(Km)
Travel Time
M
T
W
T
F
S
S
Class
12381 POORVA EXPRESS HWH 08:15 NDLS 07:35 1446 23:20 1A 2A 3A SL
13007 U ABHATOOFAN EXP HWH 09:35 NDLS 19:40 1553 34:05 3A SL
12313 SDAH RAJDHANIEXP SDAH 16:50 NDLS 10:25 1453 17:35 1A 2A 3A
12301 KOLKATA RAJDHNI HWH 16:55 NDLS 10:00 1447 17:05 1A 2A 3A
12259 NDLS DURONTO SDAH 18:30 NDLS 11:30 1453 17:00 1A 2A 3A
12311 HWH DLI KLK MAIL HWH 19:40 DLI 20:45 1441 25:05 1A 2A 3A SL 2S
13131 KOAA ANVT EXP KOAA 19:50 ANVT 11:40 1532 39:50 3A SL
13119 SDAH DLI EXP SDAH 21:15 DLI 11:55 1540 38:40 3A SL
Optionally Specify Journey Class, Train Types, Station
Click on specific class of a Train Name from the list to book a ticket (2.5)


Indian Railway Catering and Tourism Corporation Limited
Centre For Railway Information Systems
Click "Book Now" as of your preferred date (2.8)
Seat Availability details of specified date and some future dates (2.6)
Check Fair Details (2.7)

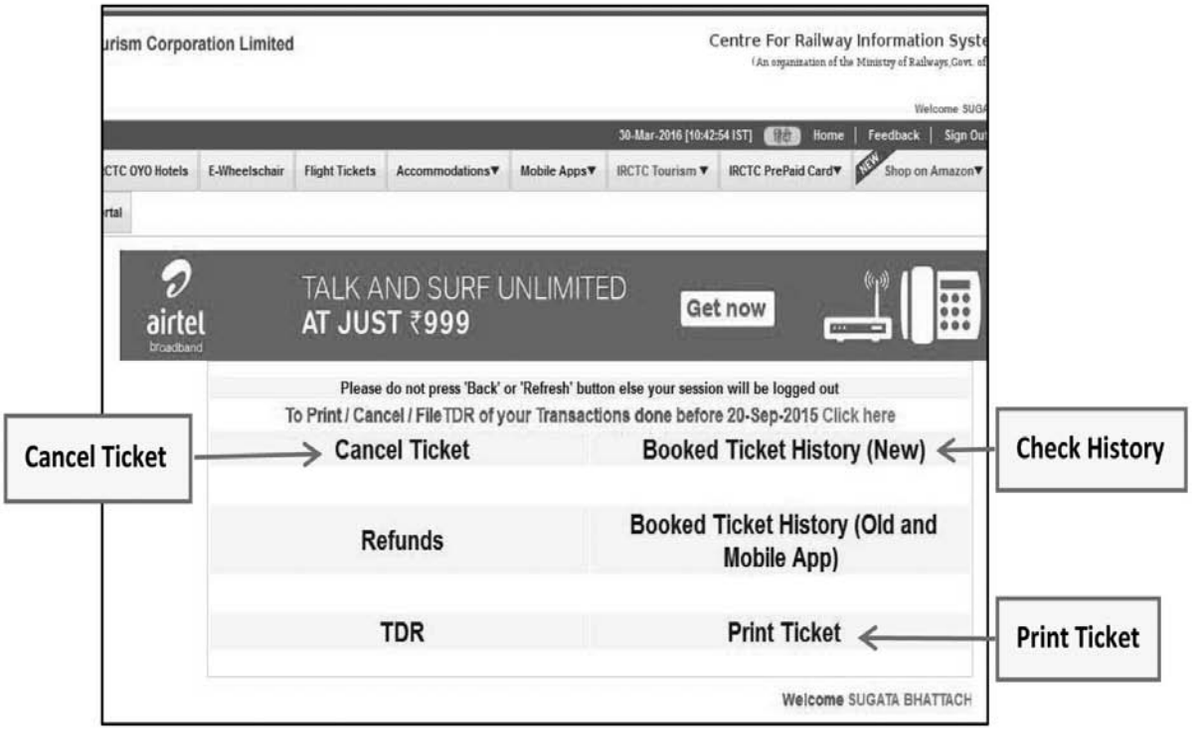

Enter Passenger Details (2.8)
Passenger Details
Children Below 5 Years
Reset Passengers Details
Reset Child Details
Type captcha (2.9)
Refresh Captcha
Click here (2.10)


Check Information
Select
Child Details
Berth preference does not guarantee allotment of preferred berth type.
You have choosen for Senior Citizen concession.
Please carry a proof of your age while travelling to produce on demand.
OK
Mobile Number : 9007562080
SMS will be sent to this number


Check Passenger and fare information
Journey Details
Passenger Details
Availability Details
Fare Details
Payment Option
Select Payment Mode (2.11)
Select Bank (applicable in Case of Net Banking) (2.12)
Click "Make a Payment" (2.13)



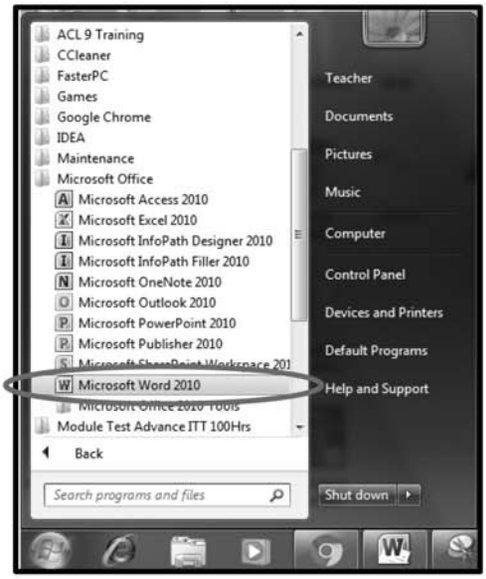
Log In Again to Check the under Mentioned Options:

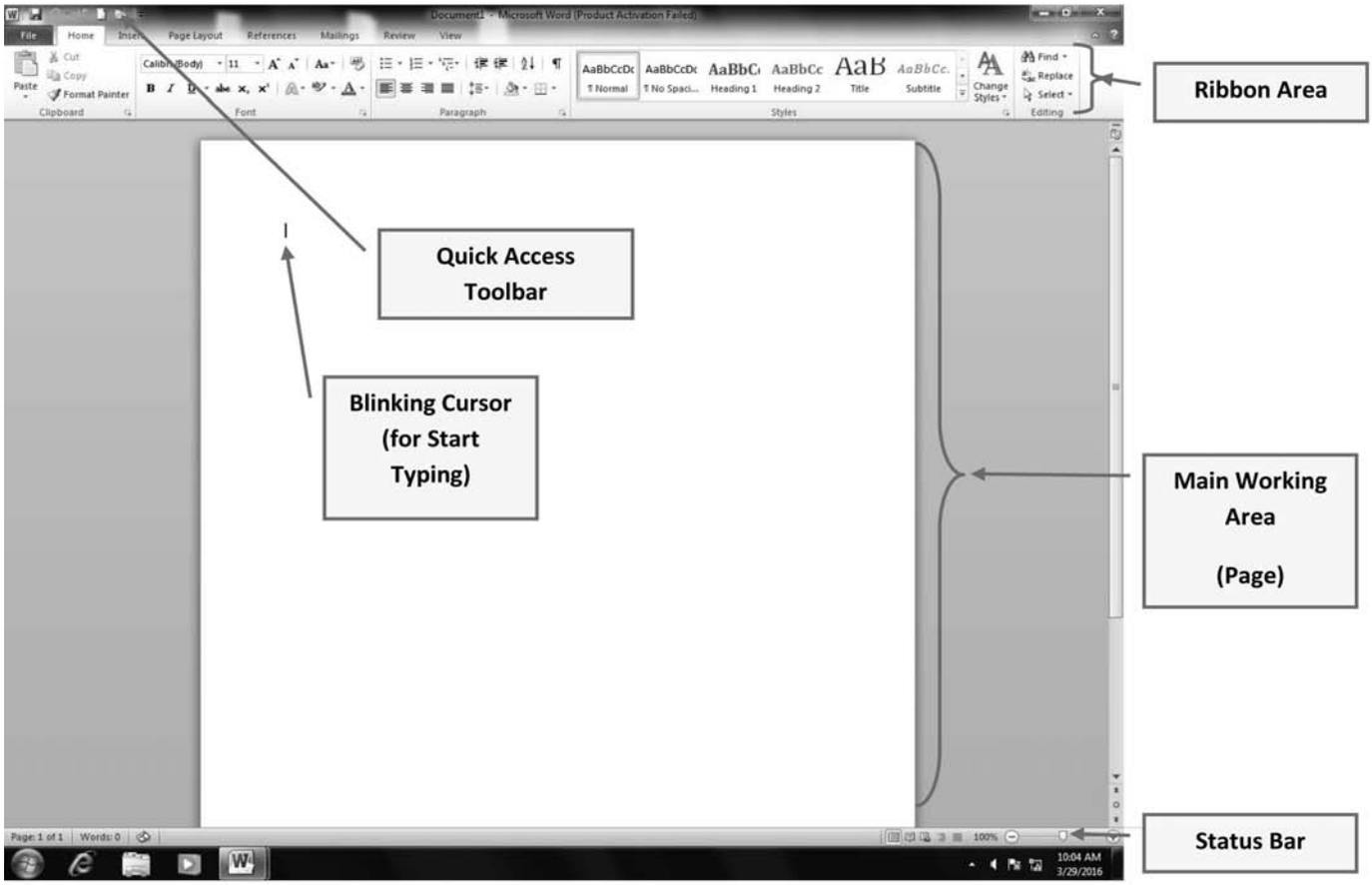


Create and Edit documents using MS Word

Getting started with MS Word

Start > All Program > Microsoft Office > MS Word 2013 / 2010 / 2007

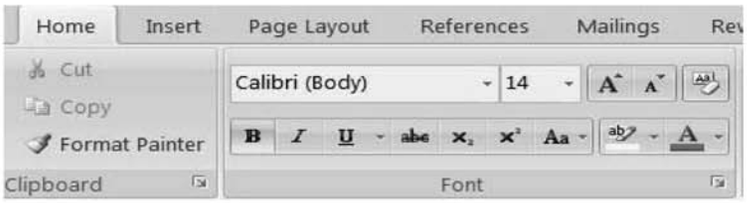




Editing and formatting document

Text formatting

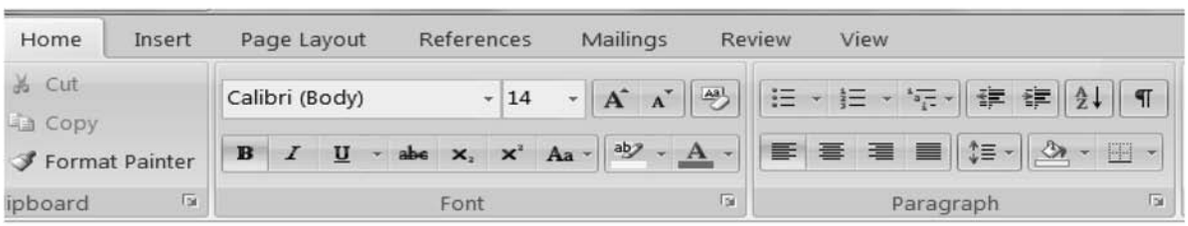
➢ **Select a Text → Home Tab > Font Group → Click the following Icons**



Option	Used For	Icon
Bold	To Bold	
Italic	To Italicize	
Under Line	To Underline	
Change Case	To change case (Upper, Lower etc)	

Paragraph Formatting

➢ **Select a Paragraph[1] → Home Tab > Paragraph Group → Click the following Icons**



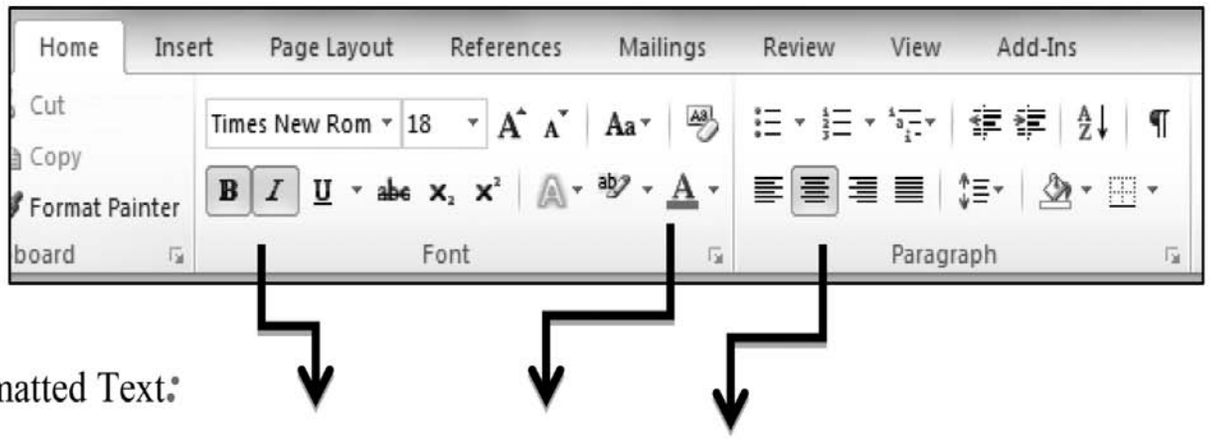
Option	Used For	Icon
Allignment	Change Allignment	
Spacing	To Change Line Spacing	

[1] *Paragraph is created by pressing enter key.

Example of Text and Paragraph Formatting

Plain text before formatting :

A quick brown fox jumps over the lazy dog. (Default formatting)



Formatted Text:

A quick brown fox jumps over the lazy dog.

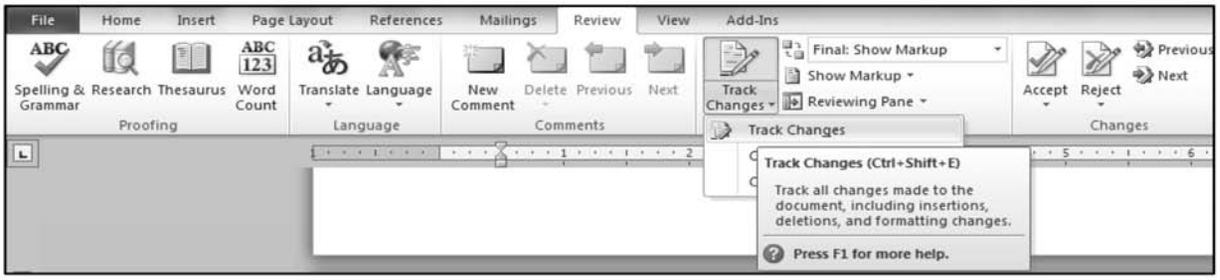
(After Appling text and paragraph format)

Track Change :

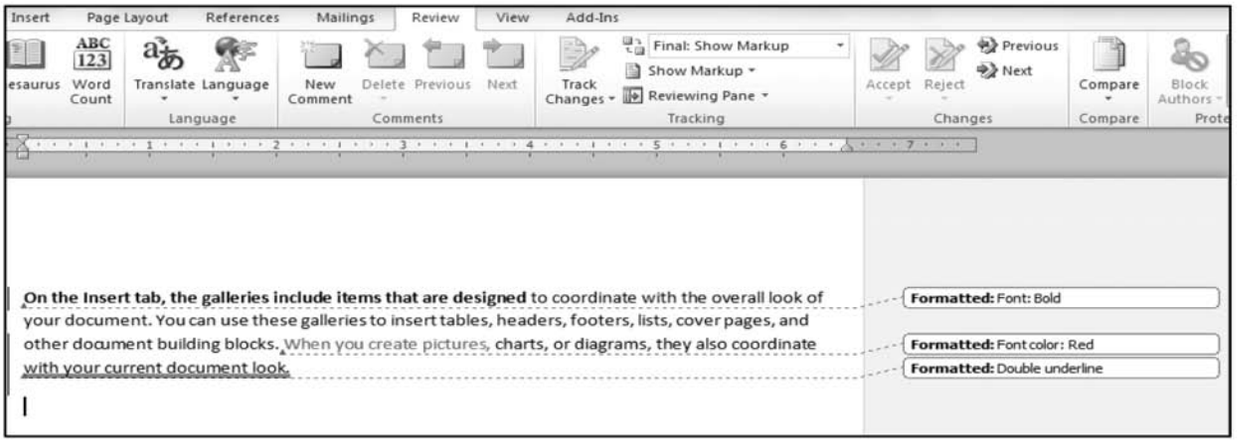
To keep a Track of changes that is made to a document. Following are the steps.

Activate Track Change Option

Open the document → Review tab→Tracking Group→Track Changes→Track Changes

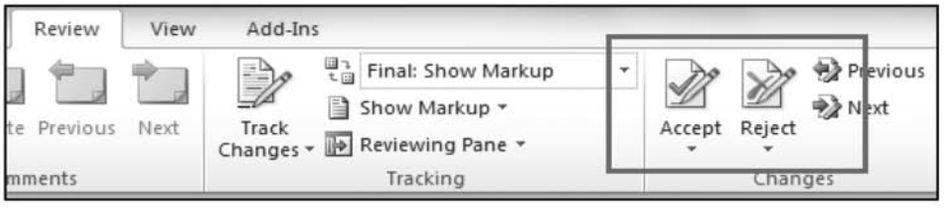


Now Make the Changes and see the result



If you want to accept/reject the changes, do the following

Go to Review Tab→Changes Group → Accept/Reject Option

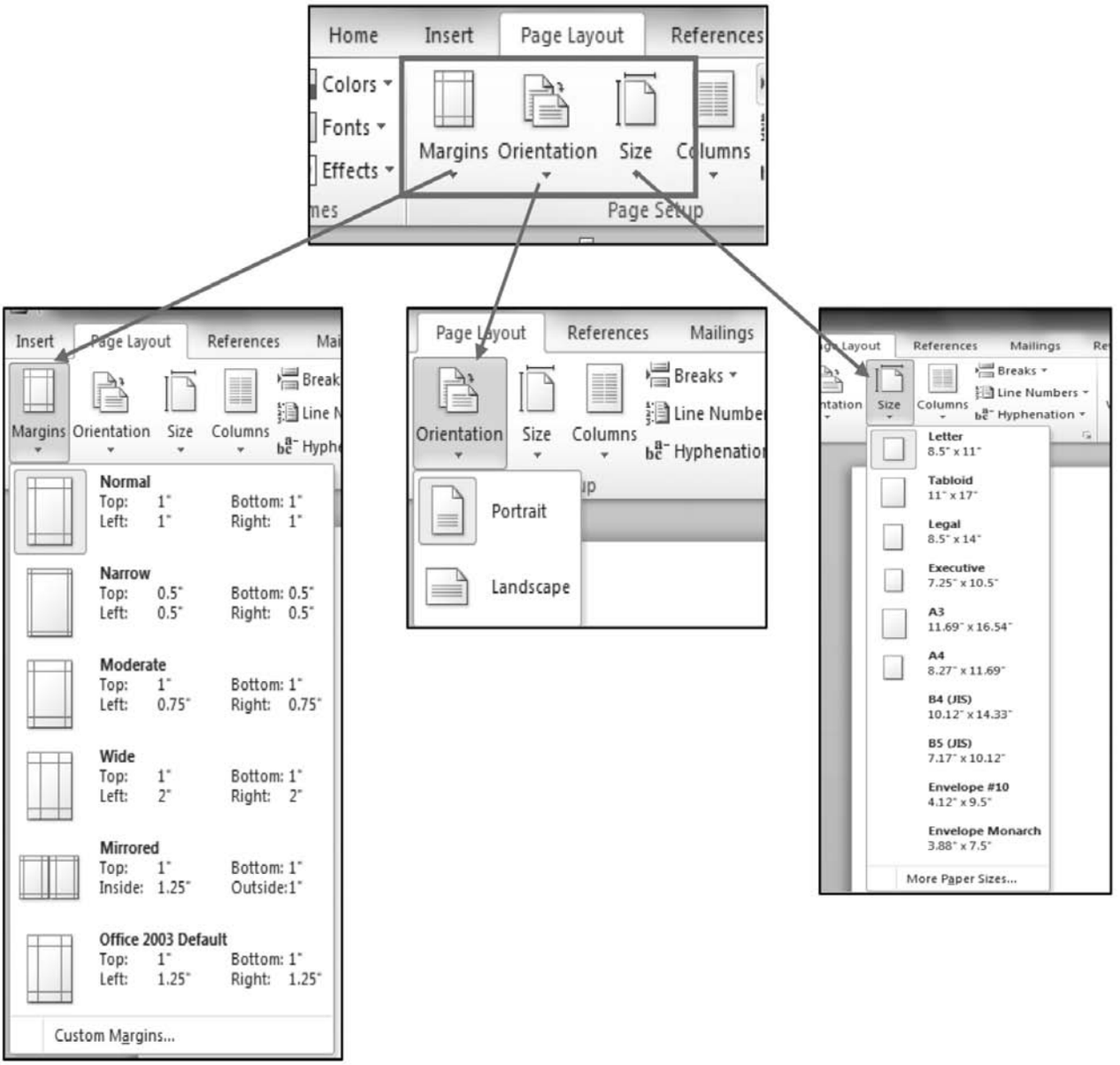


Page Setup & Printing

Page Setup:

Under this menu we can change the Margins, The size (format) of the paper, the orientation etc.

Step: Page Layout Tab → Page Setup Group → Margin /Orientation/Size

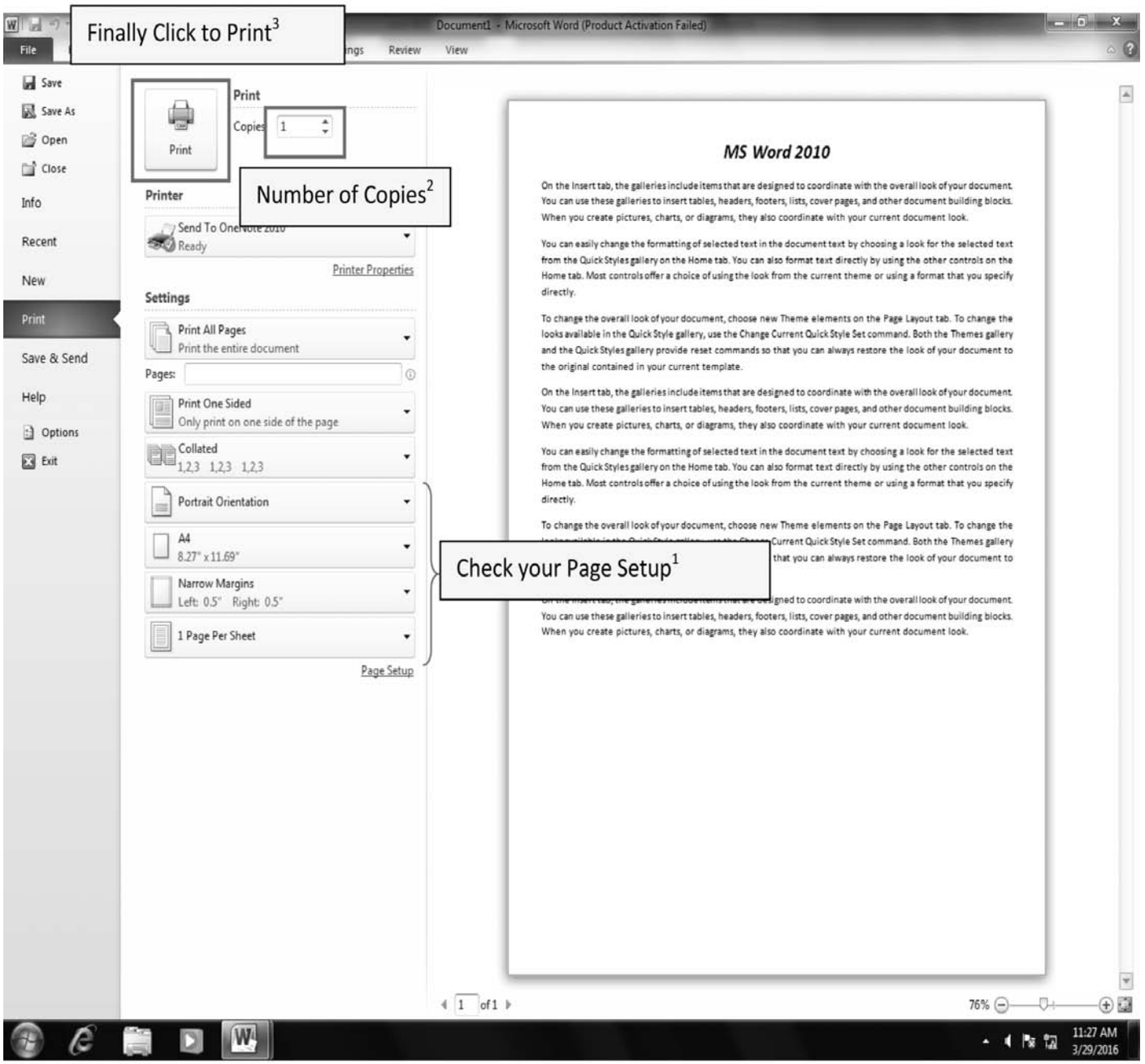


Try the above and see the effect in your document

Printing :

In MS- word application Printing in not a critical issue. Just make sure that you have properly selected the page setup related option as shown above (especially Paper Size).

File Tab → Print →



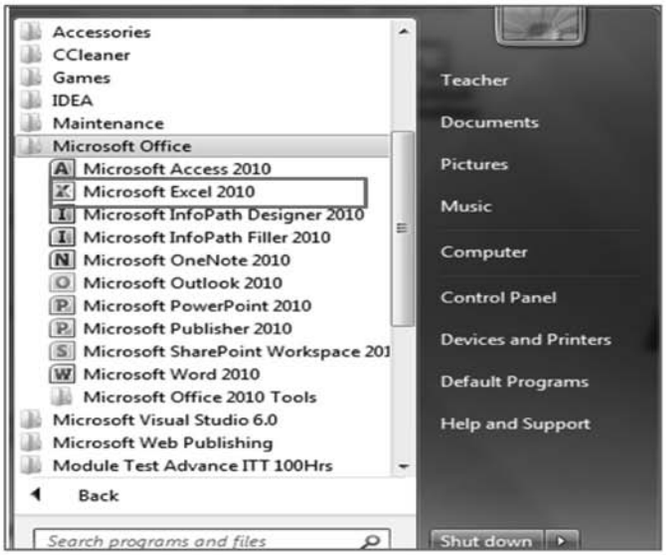
Few simple MS Word Shortcuts

1.Bold →	Ctrl	+	B	
2.Italic→	Ctrl	+	I	
3. Underline →	Ctrl	+	U	
4. Save →	Ctrl	+	S	
5. Print →	Ctrl	+	P	
6. New →	Ctrl	+	N	
7. Undo Last Transaction→	Ctrl	+	Z	
8. Redo Last Transaction →	Ctrl	+	Y	

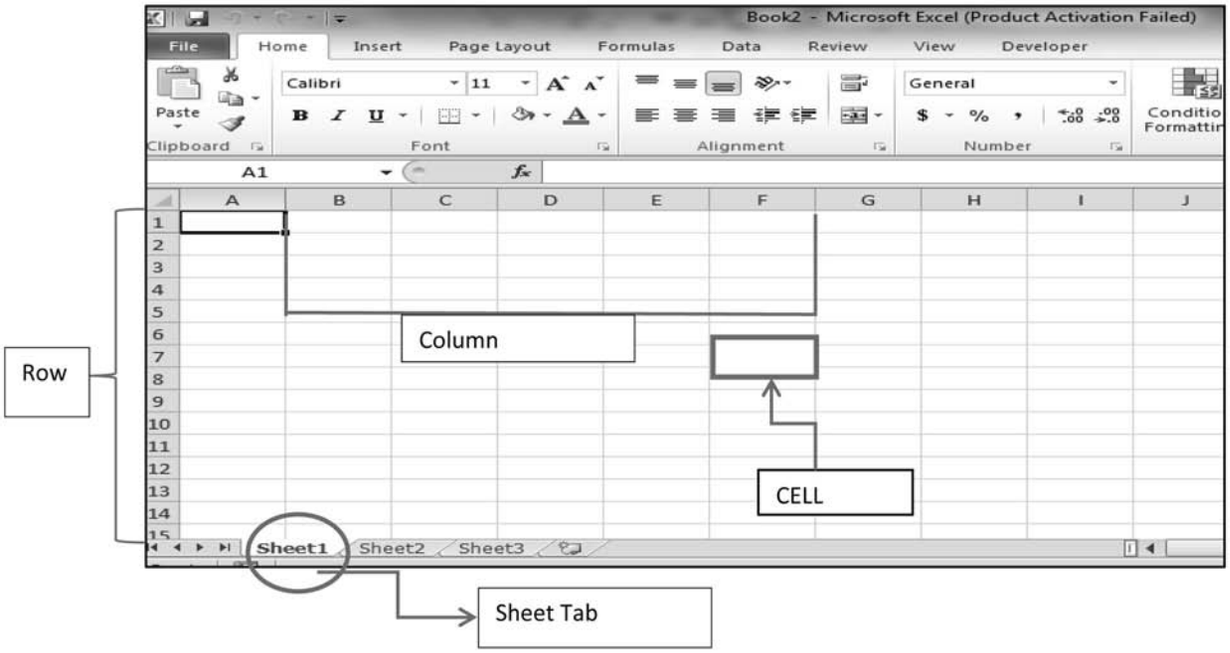
Work efficiency using MS Excel

Getting started with MS Excel

Start Menu →All Program →Microsoft Office →MS Excel 2013/2010/2007



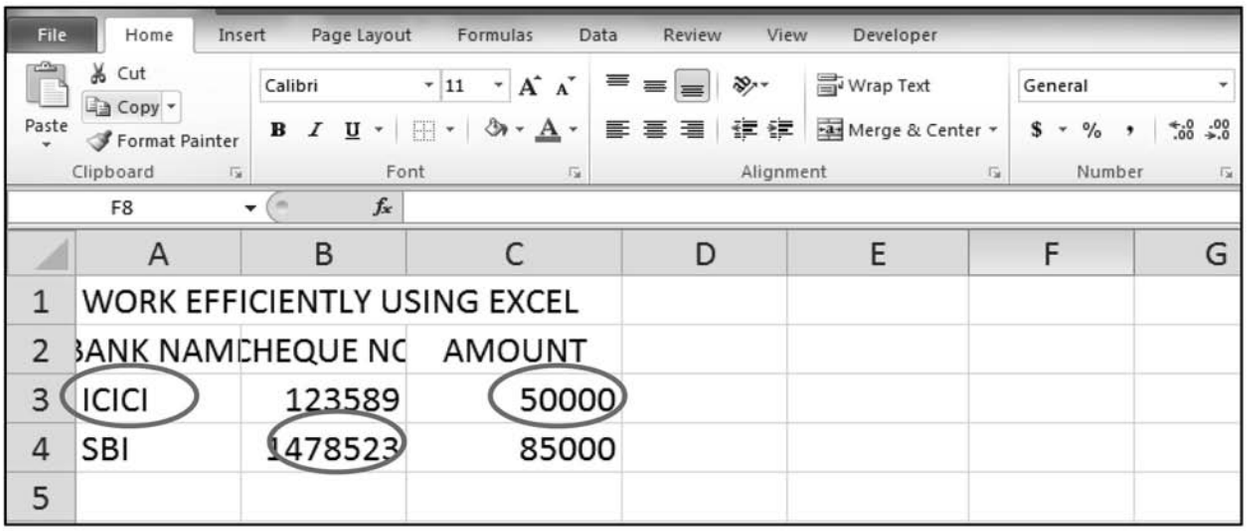
Following window will open



The above is an example of excel workbook which consists of worksheet and each worksheet consists of horizontal and vertical line, known as row (represented by number) and column (represented by alphabet(s)) respectively ,the intersection point of which is cell (A2,B5 etc.).

Formating Data in MS Excel

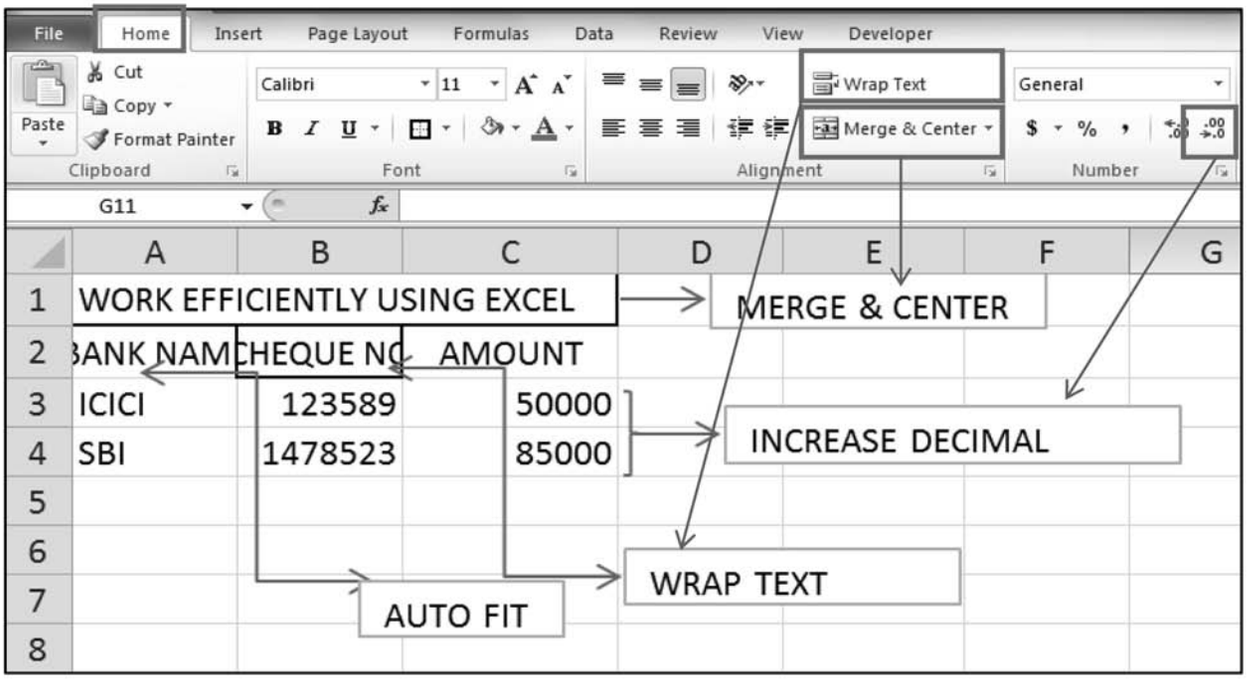
Step 1: Start by entering data (text, number or date) in cell of an excel worksheet as per example given below:



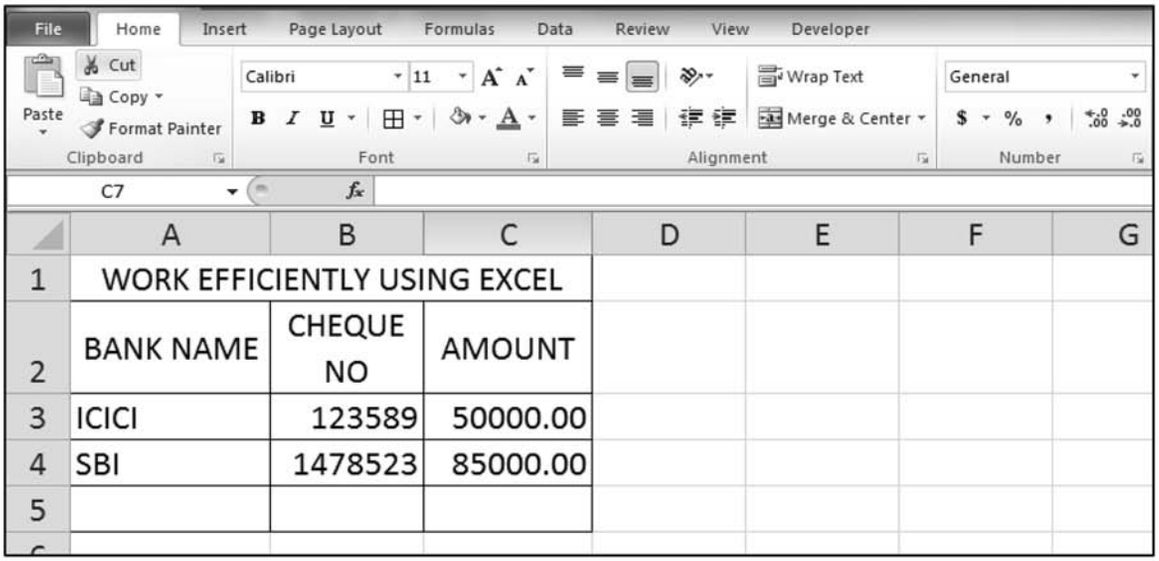
Formatting features Improve and change the appearance of data

Step 2: Select the cells→ home tab→ font group→Apply the following formatting effect and see the result

a) Wrap text
b) Merge and Center
c) Apply border
d) Increase or decrease the decimal place for Numbers



After Formatting

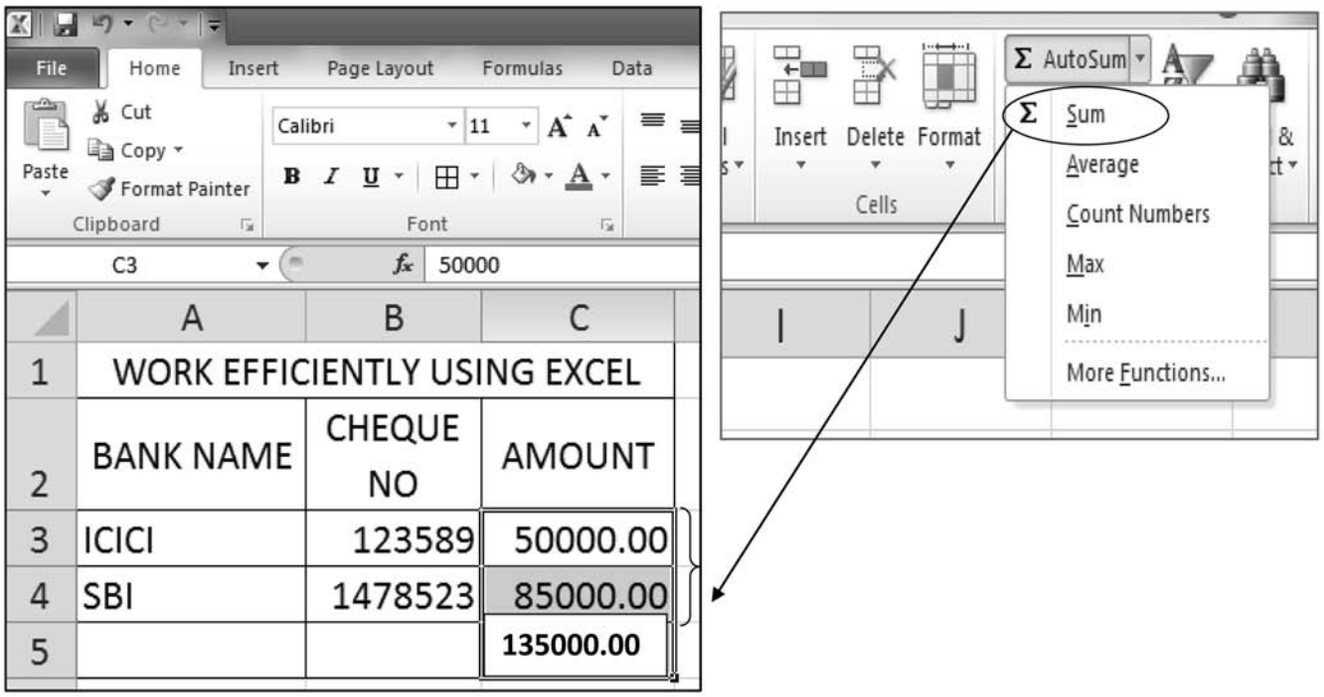


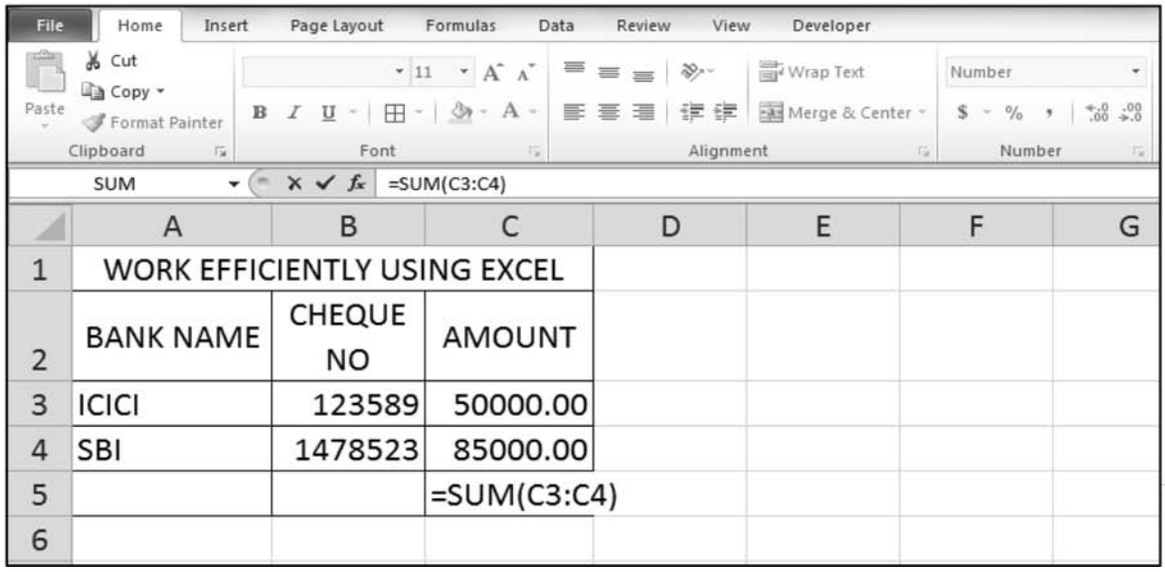
	A	B	C	D	E	F	G
1	WORK EFFICIENTLY USING EXCEL						
2	BANK NAME	CHEQUE NO	AMOUNT				
3	ICICI	123589	50000.00				
4	SBI	1478523	85000.00				
5							

Getting Totals & Summarizes

Functions & Formulas: In-built functions and formulas are used for performing simple and complex calculations.

Excel can be used for the purpose of getting summary of a range of cell. The example of which is Sum, Average, Max & Min of a range. For this you simply need to select the range (which you want to calculate like (c3:c4) first and then select the necessary function as shown below





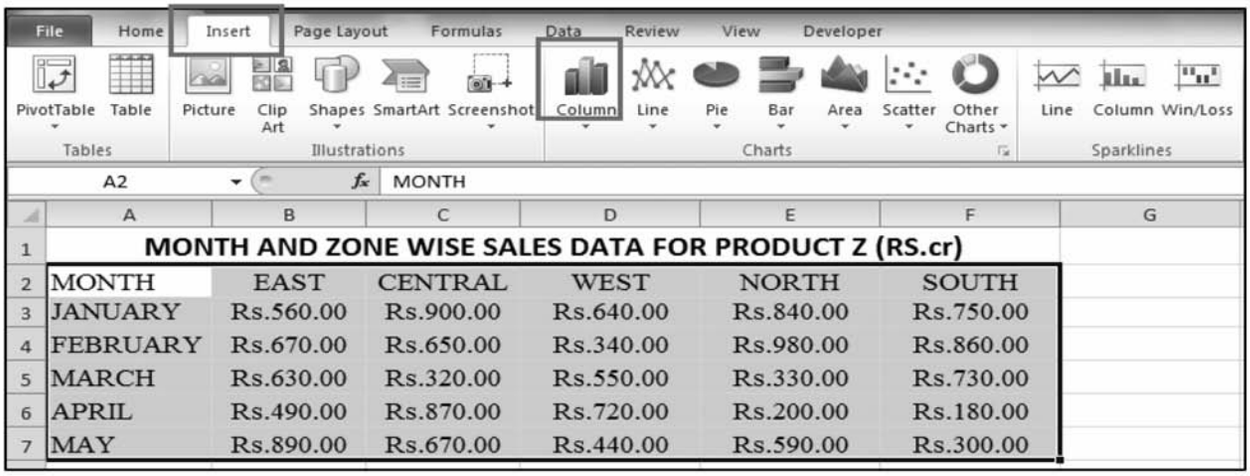
	A	B	C	D	E	F	G
1	WORK EFFICIENTLY USING EXCEL						
2	BANK NAME	CHEQUE NO	AMOUNT				
3	ICICI	123589	50000.00				
4	SBI	1478523	85000.00				
5			=SUM(C3:C4)				
6							

Excel Charts to make your Client smile

Data can be viewed in graphical form, such as charts, to analyse & compare data

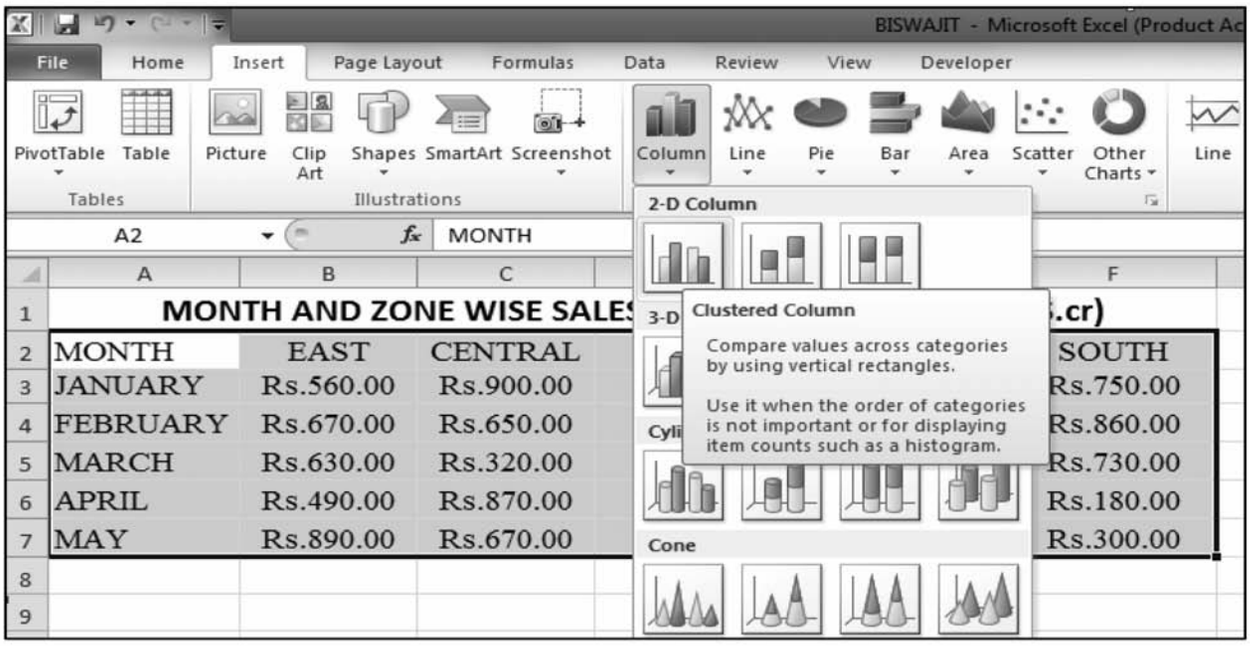
The steps to create :

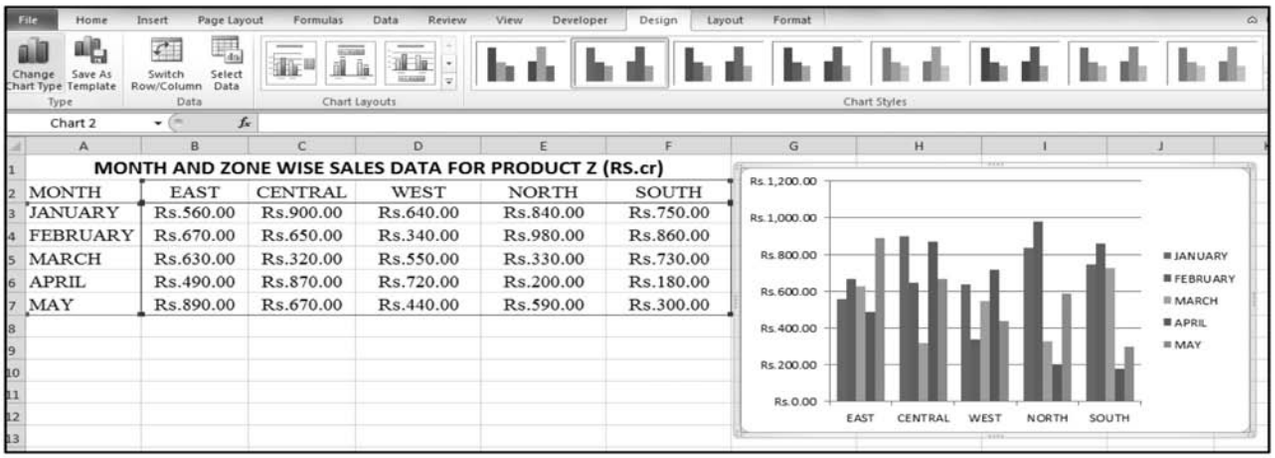
Step-1: Select the whole table including header row and column.(you can use ctrl+A after keeping cursor at any part of the table)



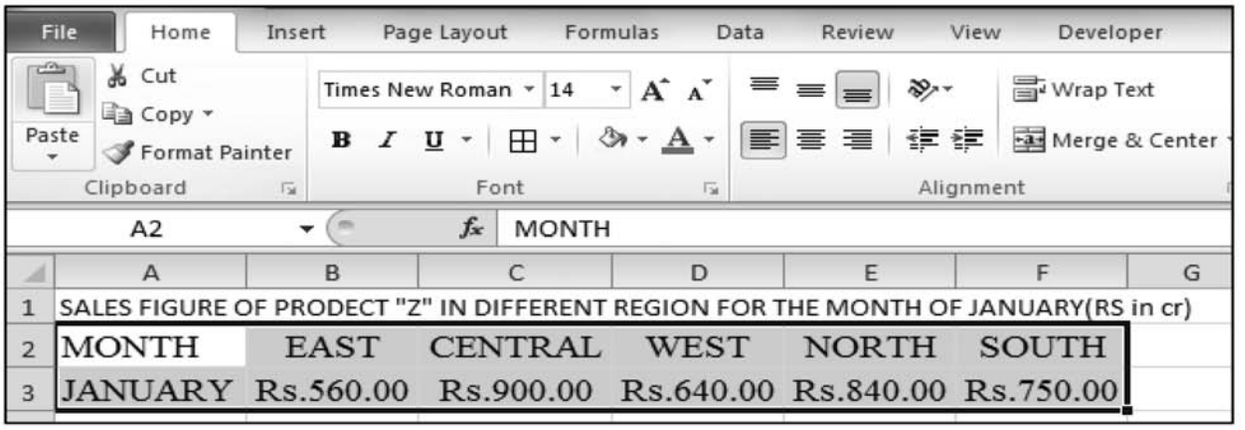
	A	B	C	D	E	F	G
1	MONTH AND ZONE WISE SALES DATA FOR PRODUCT Z (RS.cr)						
2	MONTH	EAST	CENTRAL	WEST	NORTH	SOUTH	
3	JANUARY	Rs.560.00	Rs.900.00	Rs.640.00	Rs.840.00	Rs.750.00	
4	FEBRUARY	Rs.670.00	Rs.650.00	Rs.340.00	Rs.980.00	Rs.860.00	
5	MARCH	Rs.630.00	Rs.320.00	Rs.550.00	Rs.330.00	Rs.730.00	
6	APRIL	Rs.490.00	Rs.870.00	Rs.720.00	Rs.200.00	Rs.180.00	
7	MAY	Rs.890.00	Rs.670.00	Rs.440.00	Rs.590.00	Rs.300.00	

Step2: insert tab→ chart group→ column chart (For column chart)

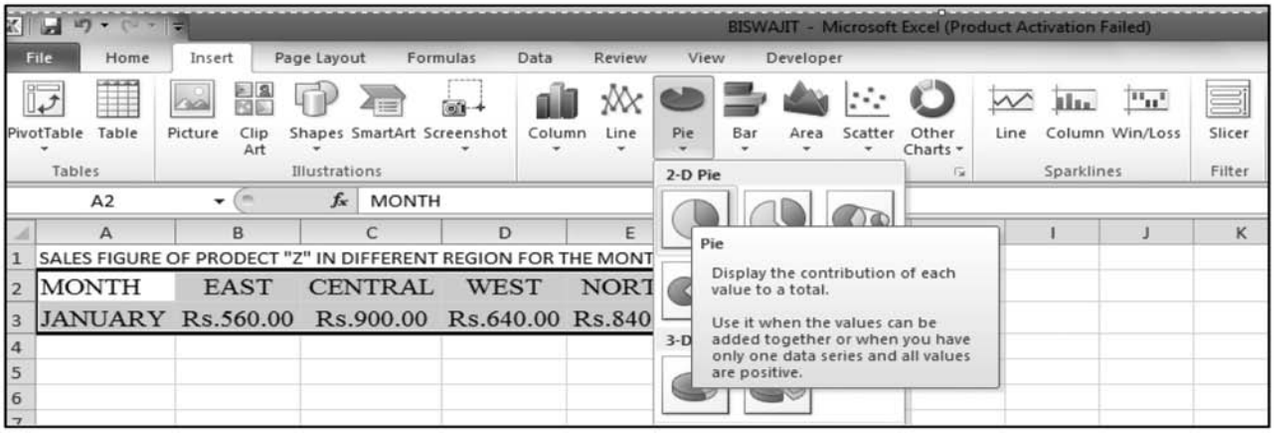




Pie chart



The process as stated above can be used to create a pie chart too with one difference i.e. Chart Type will be "Pie"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PivotTable
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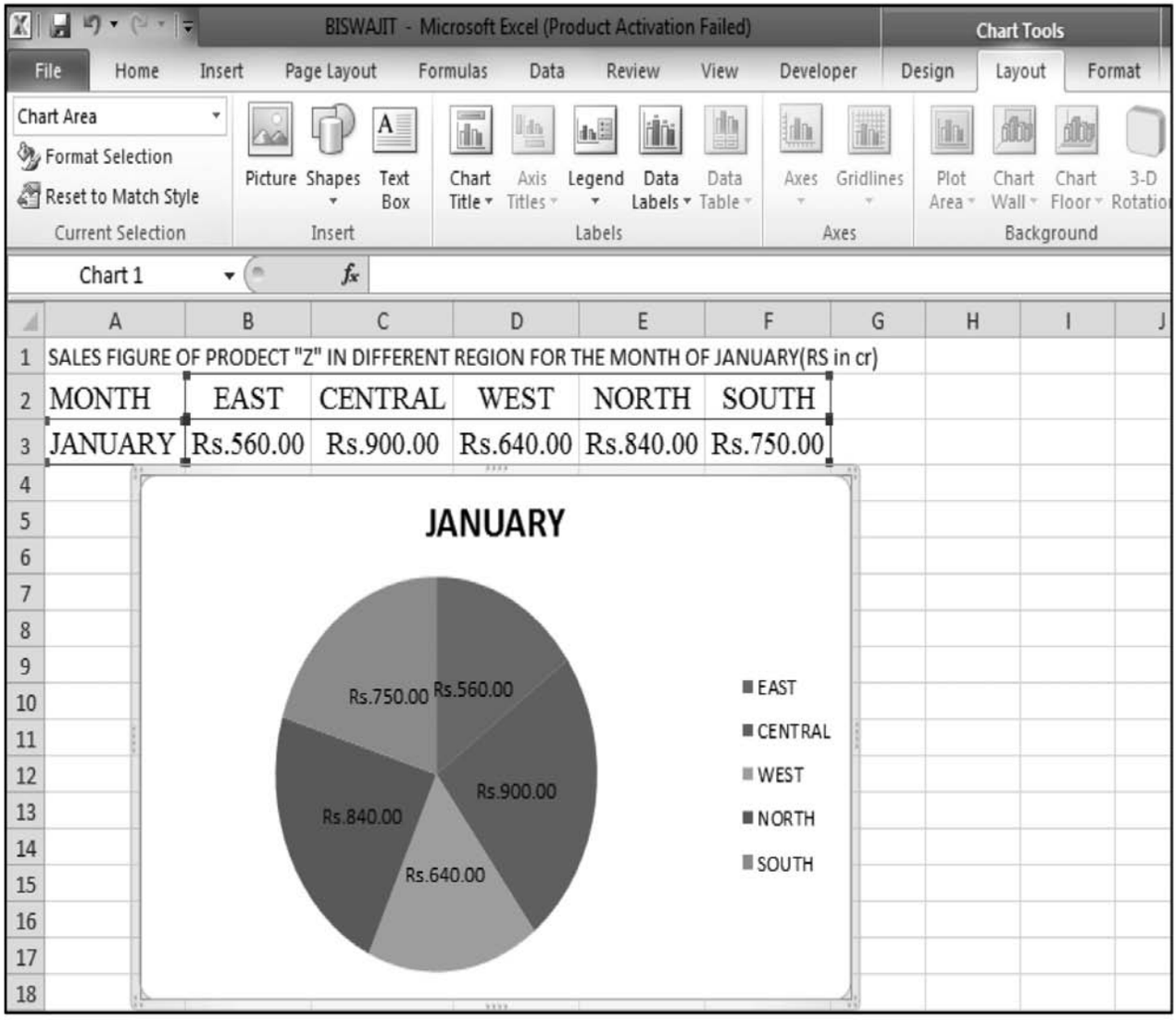
Clip Art
Shapes
SmartArt
Screenshot
Column
Line
Pie
Bar
Area
Scatter
Other Charts
Line
Column
Win/Loss
Slicer
Tables
Illustrations
Sparklines
Filter
A2
MONTH
2-D Pie
Pie
Display the contribution of each value to a total.
Use it when the values can be added together or when you have only one data series and all values are positive.
SALES FIGURE OF PRODECT "Z" IN DIFFERENT REGION FOR THE MONT
MONTH
EAST
CENTRAL
WEST
NORT
JANUARY
Rs.560.00
Rs.900.00
Rs.640.00
Rs.840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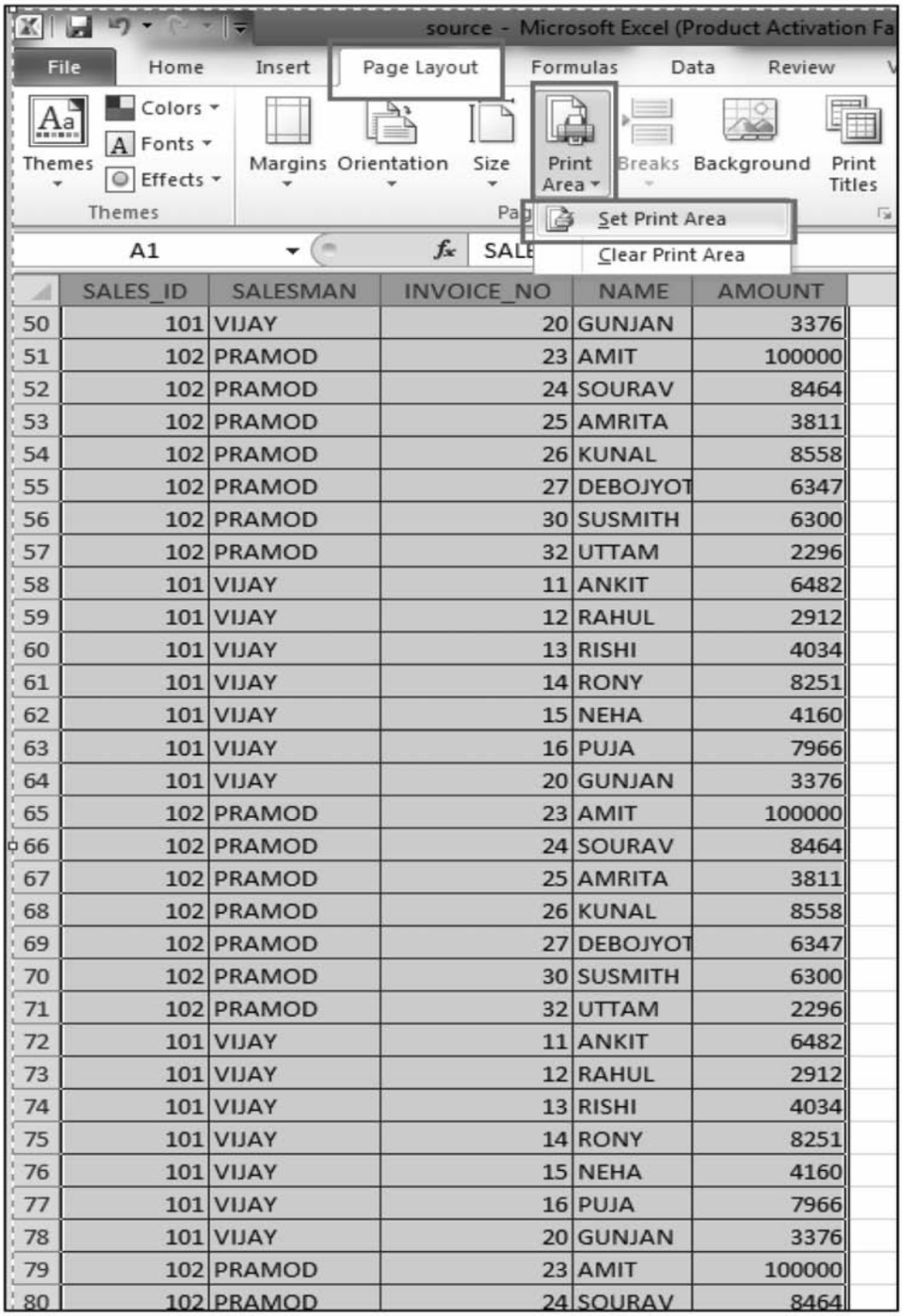
Shapes
Text Box
Insert
Chart Title
Axis Titles
Legend
Data Labels
Data Table
Labels
Axes
Gridlines
Axes
Plot Area
Chart Wall
Chart Floor
3-D Rotatio
Background
Chart 1
SALES FIGURE OF PRODECT "Z" IN DIFFERENT REGION FOR THE MONTH OF JANUARY(RS in cr)
MONTH
EAST
CENTRAL
WEST
NORTH
SOUTH
JANUARY
Rs.560.00
Rs.900.00
Rs.640.00
Rs.840.00
Rs.750.00
JANUARY
Rs.750.00
Rs.560.00
Rs.900.00
Rs.840.00
Rs.640.00
EAST
CENTRAL
WEST
NORTH
SOUTH

Page Set up & Printing

Steps involved :

Step 1: Select data to be printed→Page layout tab → page setup group→ print area icon→ set print area



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52	102	PRAMOD	24	SOURAV	8464
53	102	PRAMOD	25	AMRITA	3811
54	102	PRAMOD	26	KUNAL	8558
55	102	PRAMOD	27	DEBOJYOT	6347
56	102	PRAMOD	30	SUSMITH	6300
57	102	PRAMOD	32	UTTAM	2296
58	101	VIJAY	11	ANKIT	6482
59	101	VIJAY	12	RAHUL	2912
60	101	VIJAY	13	RISHI	4034
61	101	VIJAY	14	RONY	8251
62	101	VIJAY	15	NEHA	4160
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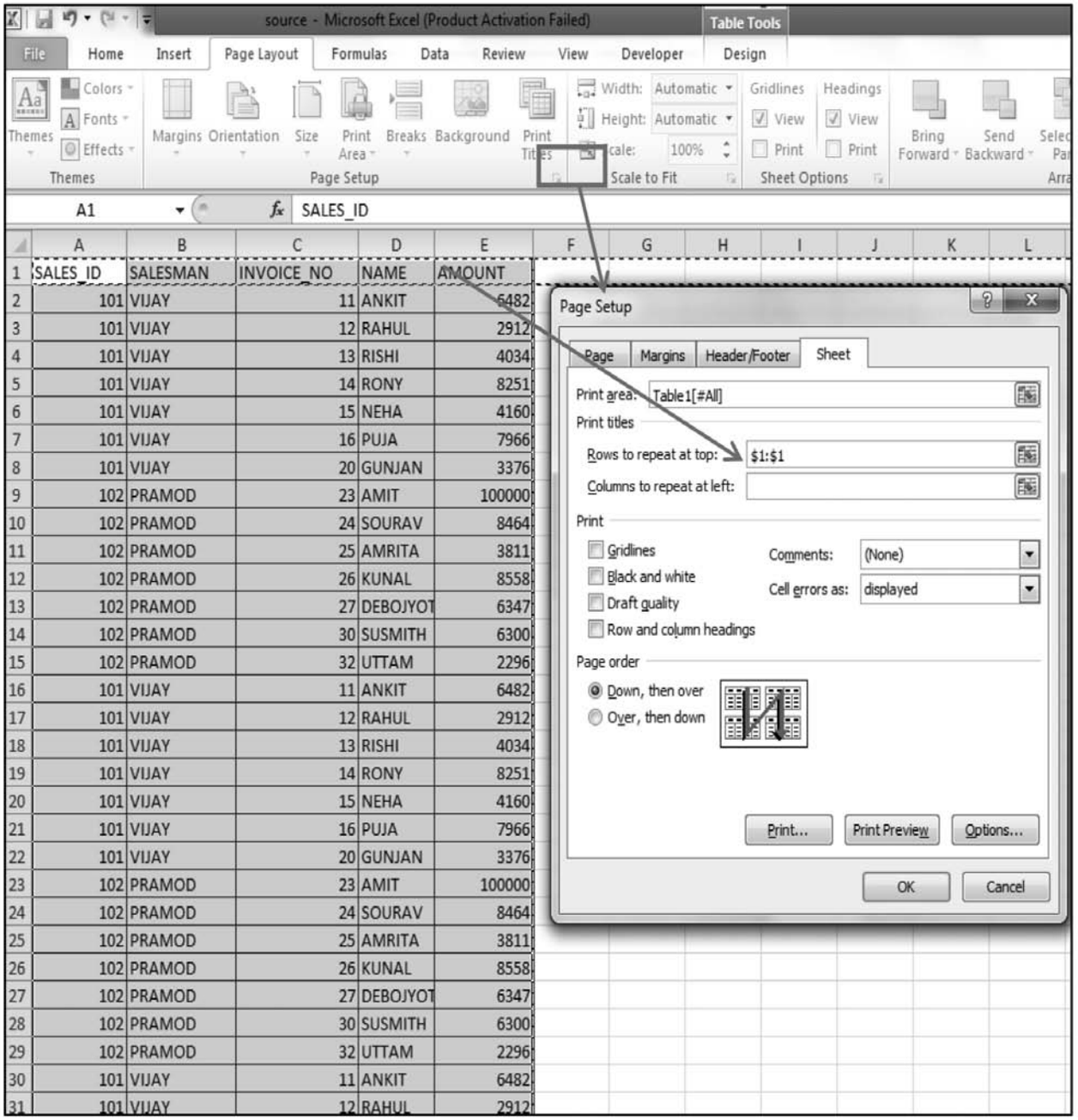
78	101	VIJAY	20	GUNJAN	3376
79	102	PRAMOD	23	AMIT	100000
80	102	PRAMOD	24	SOURAV	8464

Step 2 : Set heading Row in case of multiple page print→click the raised button → open page set up dialog box→ go to sheet tab→ select row to repeat



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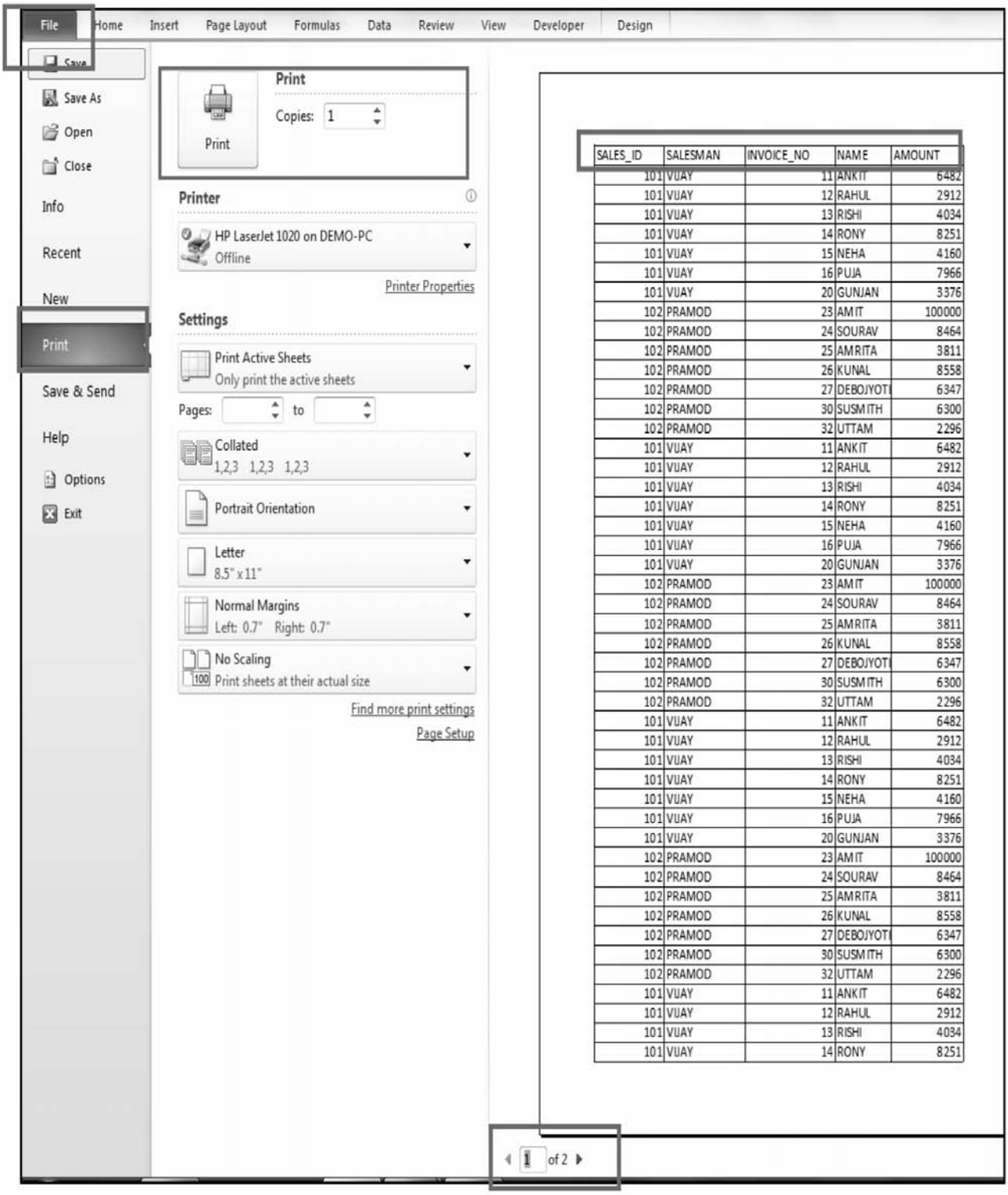
29	102	PRAMOD	32	UTTAM	2296
30	101	VIJAY	11	ANKIT	6482
31	101	VIJAY	12	RAHUL	2912

Final Step : File Button→ Print Option→ Click on Print Icon to Get Hard Copy



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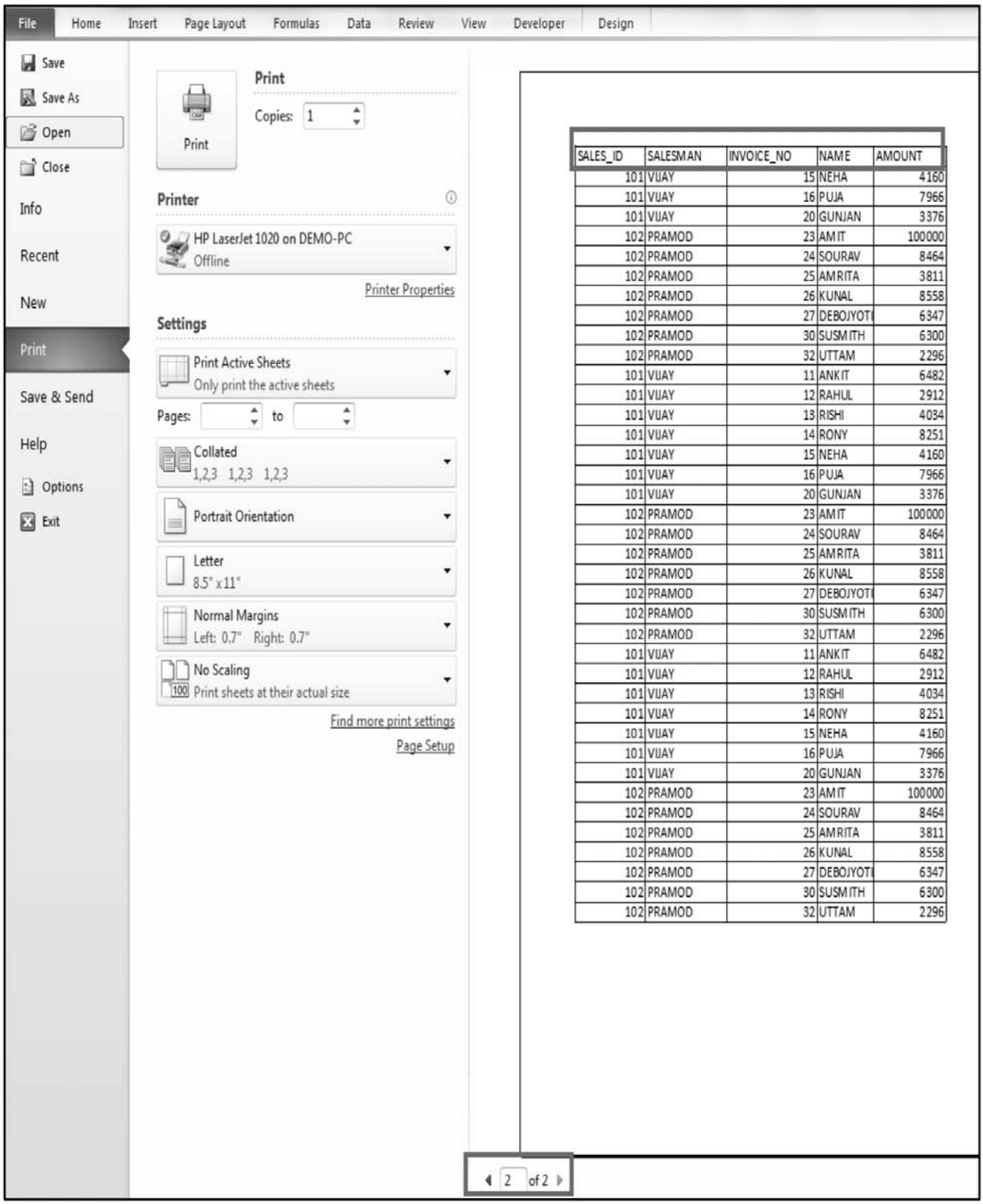

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Few Simple Excel Shortcuts

Before concluding let us learn few shortcuts key that can make working with excel much easier

i) **Ctrl + X** : To cut the data from present cell range to other cell range for example from A2-C9 to D2-F9 or even to other sheet of same or different excel.

ii) **Ctrl + C** : To copy data from a cell or range or cells

iii) **Ctrl + V** : To paste the copied data into another cell or range of cell in same sheet, other sheet or any other place like MS Word, MS Powerpoint, etc

iv) **F2** : Edit Cell Contents

v) **Ctrl + 1**: To open format cells dialogue box

vi) **Alt + =** : To add range of cells with numbers (Auto Sum)

vii) **Shift + F11**: Insert new Worksheet

Acknowledgement

We are thankful to all the tireless efforts in earnestly contributing for this Course 50:50 Technology for Senior Professionals. Without their kindest support this would not have been a success.

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Ms. Gopa Chakrabarty, Guest Faculty

Mr. Kunal Kanti Das, Guest Faculty

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