Exp. No.	Name of the Experiment
1	Study the features of MS-Office
	MS-WORD
2	Text formatting and designing a table and perform some related operations
3	To perform mail merge operations
4	Embedding mathematical equations into text.
5	To perform watermarking on a given text
6	Create backup file
	MS-POWER POINT
7	Create text and images with effects
8	Usage of tools and menu options based on context.
9	Insertion of text that appear in the presentation out line
10	Create animation and sound effects
11	Rearranging your slides, adding colors and pictures
	MS-EXCEL
12	Create pay details of an employee
13	Create students marks memo and perform operations on marks
14	Create four types of charts
15	Import external data, Sorting and Filtering of data.
	MS-PROJECT
16	Getting Started by entering new tasks
17	Showing Task Precedence and assigning resources
18	Visualization through Gantt Chart and analyzing a project
19	Determining critical tasks and identifying the critical path