



shakti<sup>∞</sup>  
Office

SO much more

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User Manual

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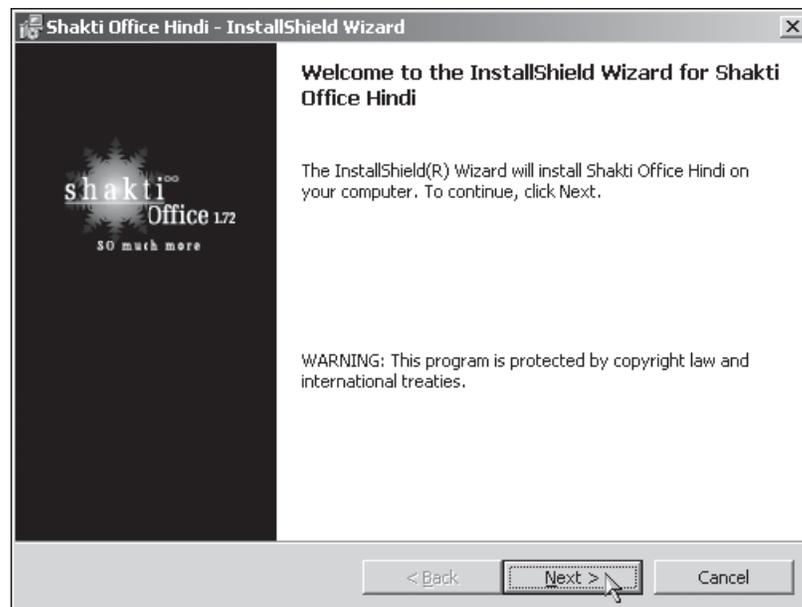
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Shakti Office - User Manual, First Editon, 2004

## Shakti Office Installation

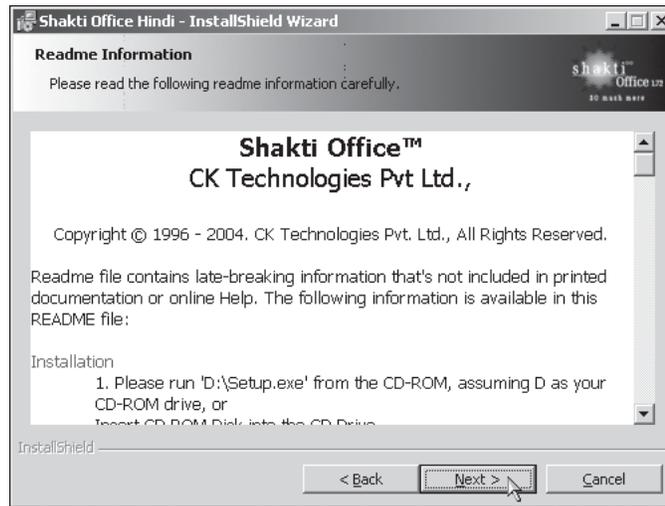
To install Shakti Office suite in your computer, all you need to do is just follow a few steps. Insert CD-ROM Disk into the CD-Drive, run 'D:\Setup.exe' from the CD-ROM, assuming D:\ as your CD-ROM drive, or double click My Computer icon on desktop, double click CD-Drive icon and double click the Setup icon and follow the instructions.

In the next screen you will see the Shakti Office logo and three buttons named Back, Next and Cancel. Click on the **“Next”** button to proceed (press Cancel button to stop Shakti Office installation). Now click Next button to read the license agreement.

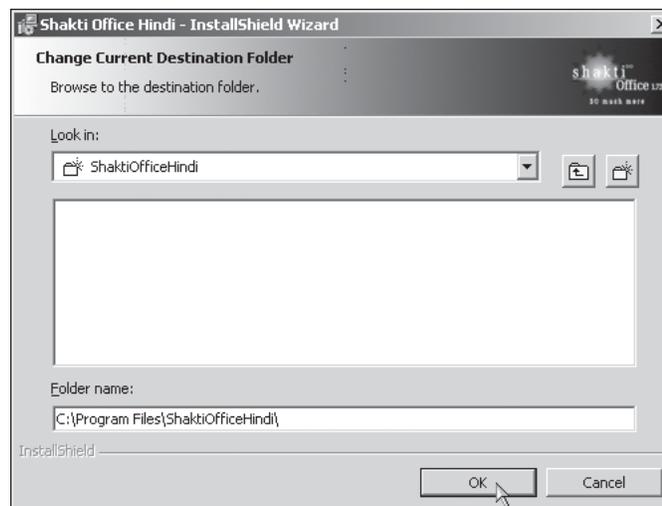


After reading the agreement in detail, click “Next” if you agree with the terms in license agreement, click “Cancel” if you do not agree.

## Shakti Office

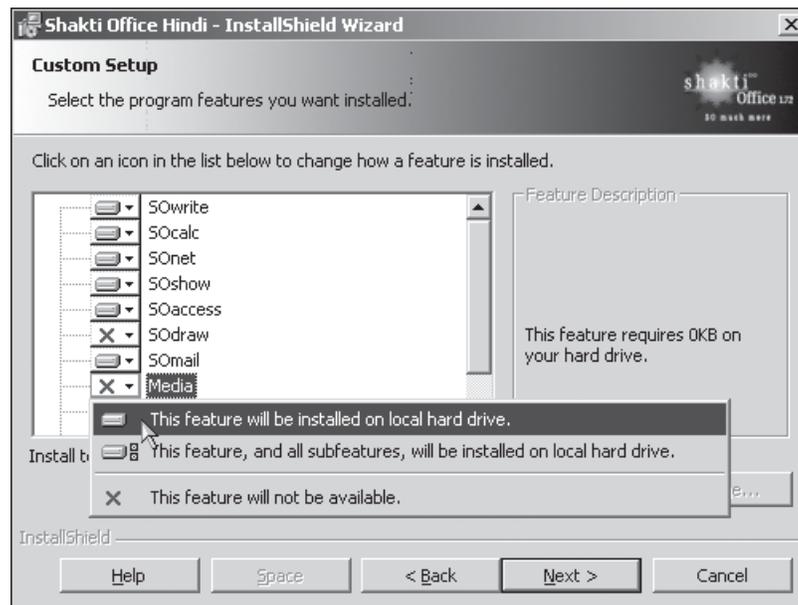


In the next screen, you have to input the details for using the Shakti Office applications and then select the destination folder to install Shakti Office or click “Change” button and select drive name, folder name. Click the next button to install Shakti Office in its default location (C:\Program Files\Shakti Office Hindi).



## Shakti Office

By choosing the “Typical” option you can install all the applications in Shakti. If you want to select applications then choose the “Custom” option. To include the media files from the Shakti Office CD-ROM (i.e. clipart, sound, background pictures, etc...), click on “Media”. Then click “This feature will be installed on hard drive”, and insert the Shakti Office CD-RoM in your CD-Drive. Follow the instructions to complete the installation. Similarly you can add the SOdraw (Paint Program) application.



Now, you are ready to copy the required files to install Shakti installation in your computer. Once the files are copied locally to your computer, you will get this information stating click Finish button to exit the Shakti installation Wizard. Now click on the Finish button and then click the Yes button to restart your computer.

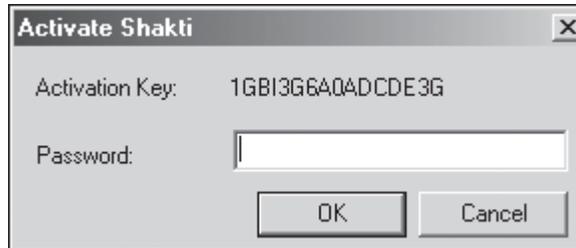
## Shakti Office Activation

### Activation explained

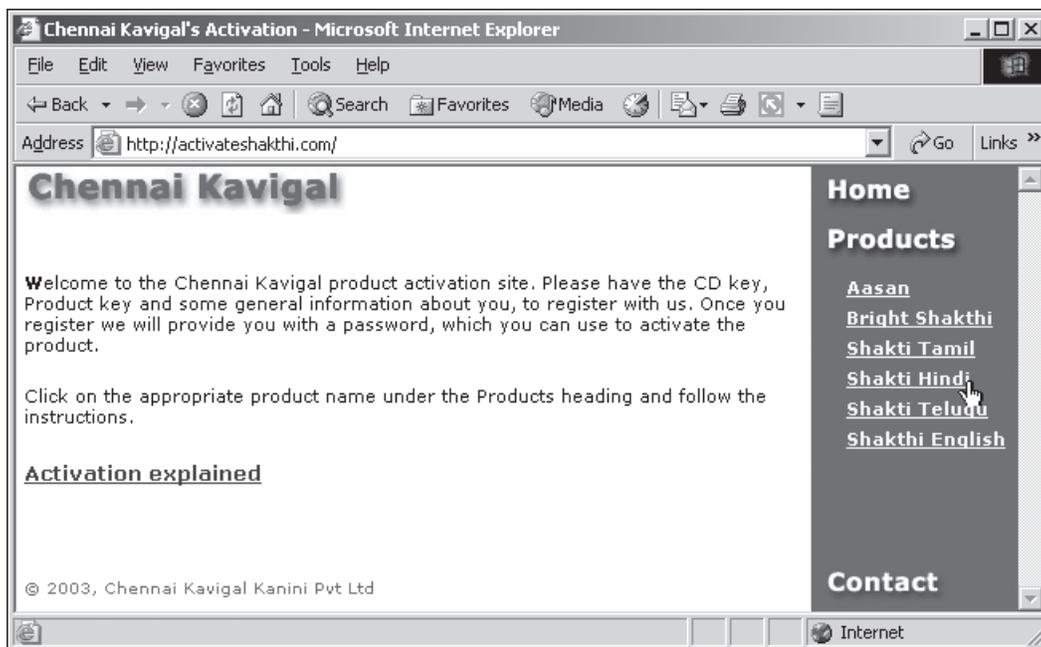
- Step 1:** Click on the Start button, Programs, Shakti [Hindi/Tamil/Telugu/...] and any one of the applications.
- Step 2:** Now click on the **Yes** button in the Activate Shakti Message Box.
- Step 3:** Then click on the **Through Internet** Option and click **Finish**.



- Step 4:** Now place the cursor over the **Activation Key** value and right click **Select All** to copy the value.

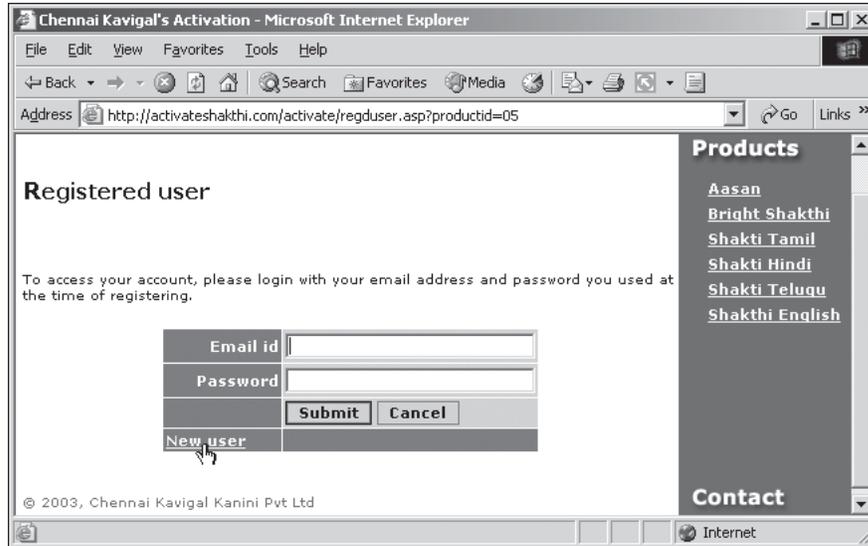


**Step 5:** Click on any one of the links under the **Products** e.g. Shakti [Hindi/Tamil/Telugu/...] in [www.activateshakthi.com](http://www.activateshakthi.com)



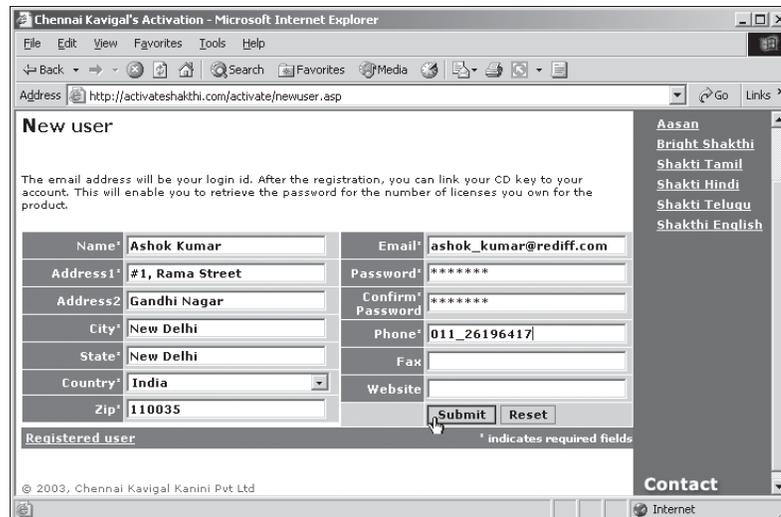
**Step 6:** Click on the **New User** link.

**Note:** If you have already registered with [activateshakthi.com](http://activateshakthi.com) please skip **Step 7** and enter the Email ID and Password. This will take you to **Step 8**.

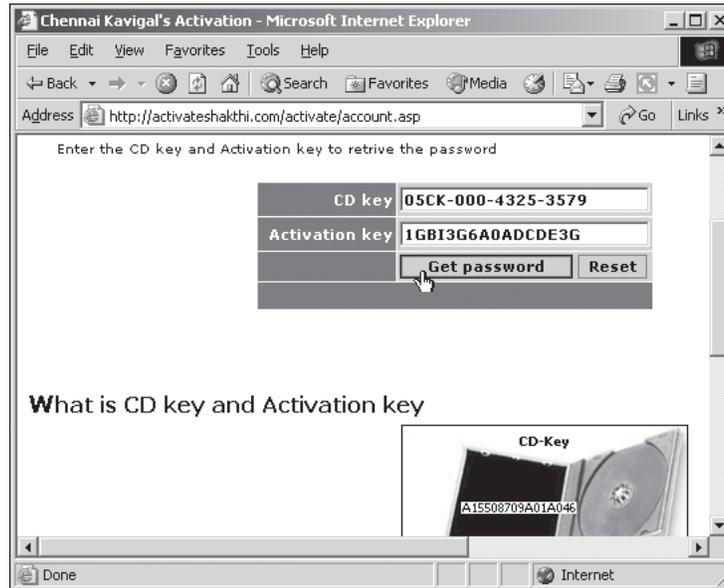


**Tip:** Use the same registered email id at [www.activateshakthi.com](http://www.activateshakthi.com) to retrieve any number of passwords for any CD Key.

**Step 7:** Enter the requested data like Name, Address, City, State, Country, Zip, Email, Password, Confirm Password and Phone Number. Click on **Submit** button.

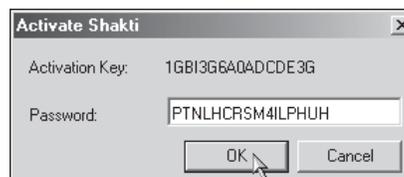


**Step 8:** In this screen, Enter the CD-Key, then you can either enter the activation key or paste (refer **Step 4**) and then click on the **Get Password** button.



**Step 9:** Note down the value displayed in the **Password** e.g. **PTNLHCRSM4ILPHUH**.

**Step 10:** Enter or paste the password collected from internet in the **Activate Shakti – Password** and click **OK**.



**Shakti** has now been activated in your computer..

Thank you for choosing to activate Shakti.



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SOwrite<sup>∞</sup>

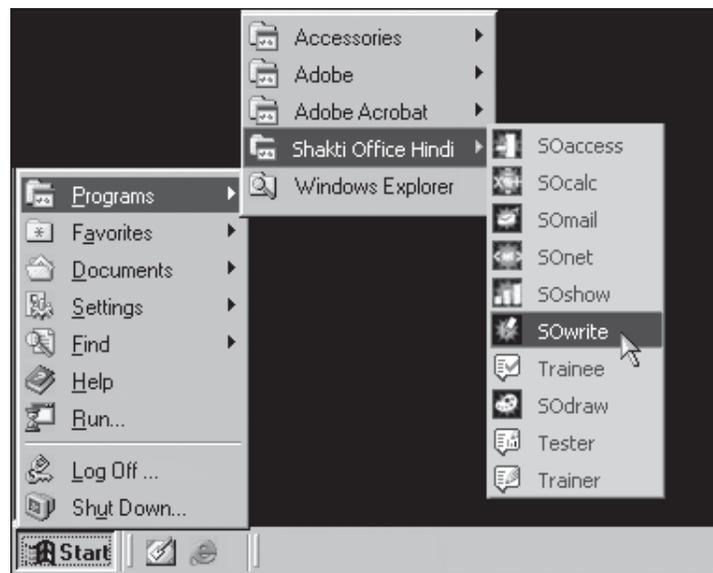


# SOWrite

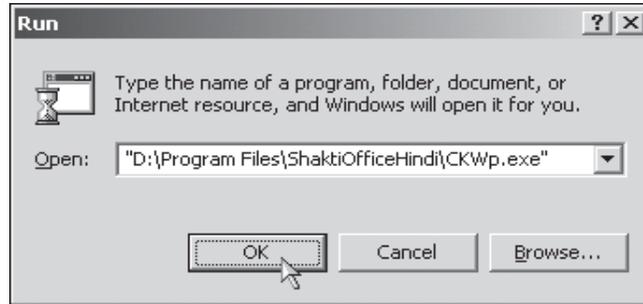
Shakti Office has a Word Processor; using this you can create and work with attractive documents.

## 1.1. How to start SOWrite

To start this SOWrite, all you have to do is click on the “Start” button at the left bottom corner of Windows 9x/NT/2000/ME/XP desktop, select the “Programs” option of the start menu and click on “Shakti Office Hindi”, and “SOWrite”. SOWrite opens a new document.

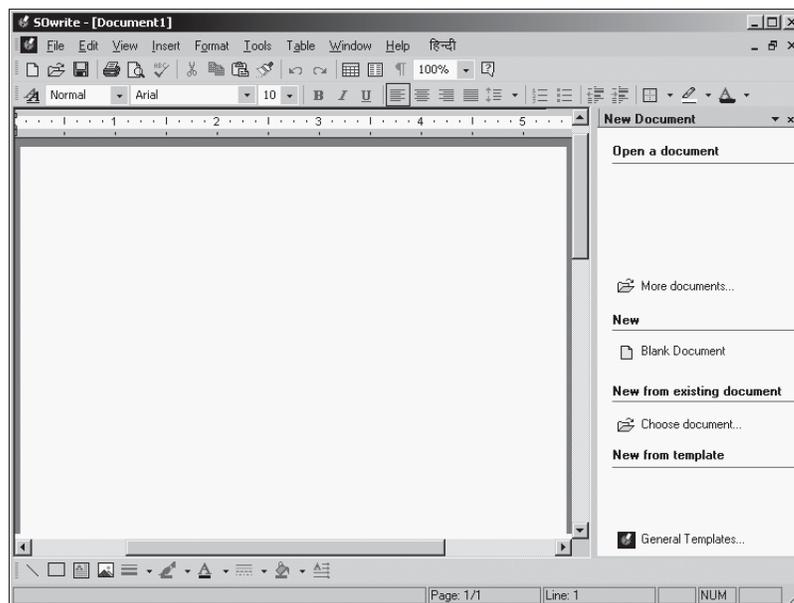


**Tip:** - Click on “Start” button, click “Run”, and type “C:\ProgramFiles\ Shakti Office Hindi\CKWp.exe” in the Open text box.



## 1.2. Creating your first document

When you open SOwrite, it will take you to a screen which looks like the picture shown below. The Application Window consists of the Title Bar, Menu Bar, Standard toolbar, Ruler, Edit Window and Status bar. The Edit window is the blank area where you start typing your text.



**Title Bar:** The Title bar is always visible at the top of your screen, as long as the monitor is turned on. this Title bar is important; SOwrite places the name of the document you are working on, in this title bar. It is a quick way to identify your current document. The title bar has three buttons (Minimize, Maximize/Restore, and Exit) that control your SOwrite window.

**Note:-** By default any document that you create will have a name as Document n, where 'n' stands for the number. As you begin with SOwrite, it will be Document 1 till you save it in a different name.

**Menu Bar:** Take a look at the row of words at the top of your screen. File, Edit, View, and the other words that follow make the menu bar. It is called the menu bar because it has a bunch of menus and they organise the features of SOwrite. So, when you need something from SOwrite like printing or adding a footnote, just look inside these menus. Single click the mouse and the menu opens, and then click the feature or command that you want.



**Standard Toolbar:** Standard toolbar displays all the shortcut options in the form of icons. The often used options like creating a new document, opening an existing document, saving a document, printing, cut, copy and paste text have their respective icons.



**Format Toolbar:** Format Toolbar displays most of the options as icons to perform formatting, such as changing font type, size, alignment, Bullets and Numbering, etc...



**Tip:** - To bold face a selected portion of text, first select the text and click on the bold icon in the formatting toolbar.

**The Ruler: Horizontal Ruler** helps us to organise the margins and paragraph indents to set up page size.

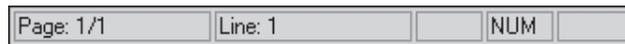


**Tip:** - The ruler is accurate in size, but the measurement you see is for the future printed page, not the page you see on your screen. What you see is usually larger, and that's easy on the eye.

## Shakti Office

**Status Bar:** More interesting information about your document is stored in the status bar at the bottom of your screen. Most helpful is probably the page number..

You can click in different parts of the screen and watch the numbers in the status bar change. These changing numbers are the coordinates of your whereabouts of the column, line number, or text cursor position on the page.



**Tip:-** Insertion point is a blinking vertical cursor that indicates the position on the screen where the text or graphics will be inserted.

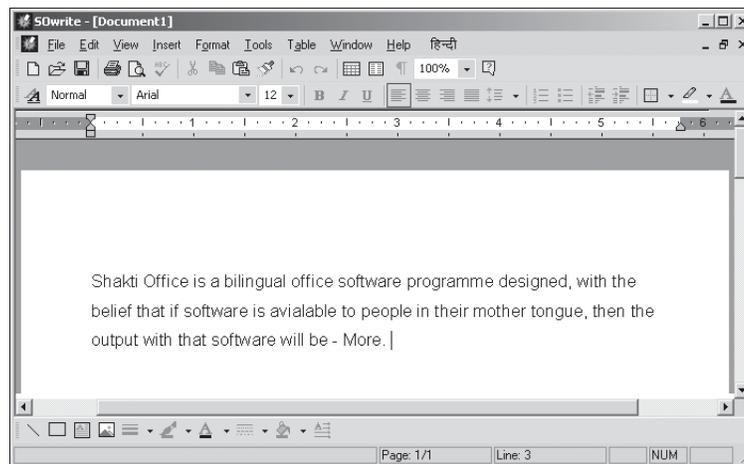
**Table 1.2.1 - The Standard Toolbar Button**

Button	Description
New	Creates a new, blank document.
Open	Find and open an existing document.
Save	Saves the current document.
Print	Prints the current document.
Print Preview	View how the current document will appear when it is printed.
Spelling and Grammar	Start the proof checking tools in the current document. Grammar checking is now included here.
Cut	Removes the selected text or objects and keeps them in a temporary memory space known as Clipboard.
Copy	Makes a copy of the selected text or object and that enables the pasting elsewhere in the document.
Paste	Insert the cut or copied text or object wherever required.
Format Painter	Select the text and click to copy the formatting from one paragraph and apply that format to another content.
Undo	Return to the previous operation.
Redo	After an Undo, you might want to Redo the same thing.

### 1.3. Create a Quick and Simple Document

Think of your SOwrite screen as a sheet of paper., and your keyboard as a typewriter . Now start typing.

**Enter text into a SOwrite document:** Start a new document and your cursor falls in place. Start composing the text. As you type, your words will appear on the screen. By default the text you type is always aligned (left justified), which means it always starts from the left margin. Keep typing, SOwrite automatically moves to the next line as needed. This is called word wrap, and is a basic feature of any word processor. Always press the “**Enter**” key to start a new paragraph.



**Note:-** Hold down Ctrl key and press N (**Ctrl+N**) to create a new document.

**Tip: -**

**Press Enter only when you reach the end of a paragraph or to insert a blank line.** If you want to divide an existing paragraph into two, move the cursor to the dividing point (between sentences) and press Enter. In case if you want to put those two paragraphs together, move to the first letter of the second paragraph and press Backspace.

Use the spacebar to insert a single space between words or sentences.

**Do not use the spacebar to indent or center text on the page.** Lot of people do it without realising that different fonts assign different sizes to

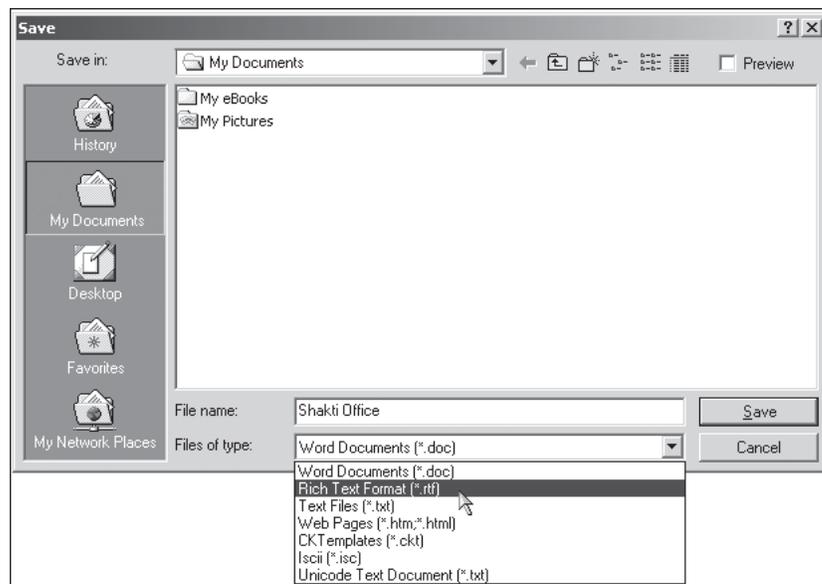
*the space. If you mix fonts, text will not line up or center properly.*

**Press Tab (not the spacebar) to indent the first line of a paragraph.** Spaces are not just blank holes on the page, they are real characters. Depending on the fonts you choose for your text, your paragraphs can look uneven if you use the spacebar to align them. Using the Tab key enables SOWrite to align precisely the way you want.

#### 1.4. Save your document

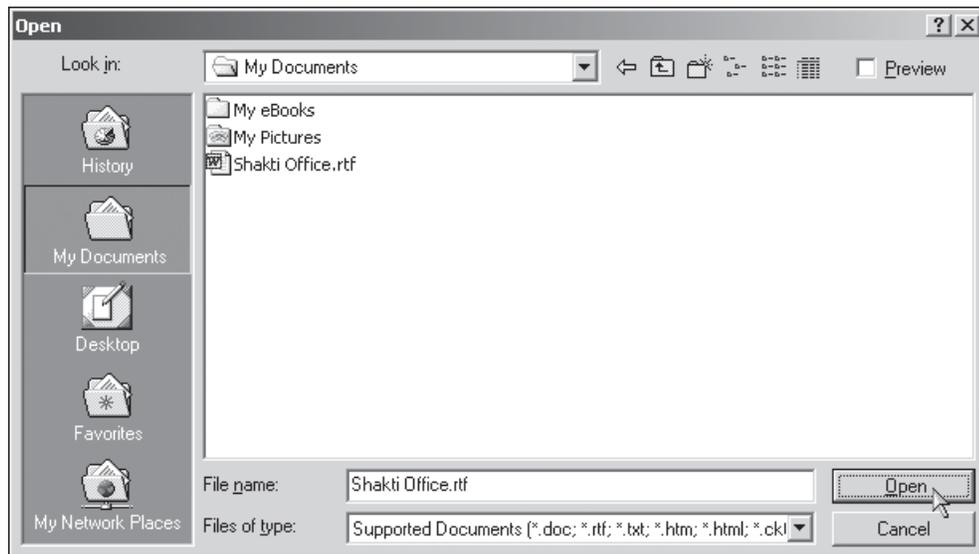
Before trying to print your new document, the golden rule is to first save your work. Saving a document is simply making sure that everything you see on your screen is recorded inside your computer, so it's there whenever you want it.

Click the **Save** button on your toolbar or press **(Ctrl+S)**. SOWrite understands that you want to save your new document, but it needs some information from you. Type in a new name, so you can recall it by that name when you need it. It is necessary to pick the format in which it has to be stored, i.e. Rich Text format (\*.rtf), Word Document (\*.doc), Hyper Text Markup Language which supports web viewing (\*.html), Unicode Text Document (\*.txt), etc...



## 1.5. Opening a document to edit

You can open any document created with SOWrite for further editing, printing, and so on. To do so, select “File” menu, “Open”, or click on the “Open” button (icon) in the standard toolbar or press **(Ctrl+O)**. The Open dialog box will be displayed as shown below. Enter the name of the file to be opened in the name box or its name in the File name list and press OK.



**Note:** - To retrieve a file from a different directory, select the desired directory, click the file name and press OK button.

**Tip:** - We can also open the files quickly by using the list of most recently used files.

## 1.6. Saving a document with different name/location on disk

This enables you to open an existing document, make changes to it, and save that as a new document, keeping the old one intact. Saving the document for the first time is little different from using the **Save As**, because you must give your creation at least a different name or place (folder) from the original. After that you “Save” as often as possible, or have SOWrite do it automatically for you with Auto Save.

To save a document under a different name, click on File -> Save As. SOWrite displays the Save As dialog box, so that you can type a new name for the document or choose some other folder in which you want to save it and then click on the save button.

## Shakti Office

**Tip:** - *Sharing a document with someone who doesn't have SOWrite? What do you do?*

*Naming limitations may still exist if you need to share files with a friend who uses a very old computer and an old word processor. Old programs have a hard time with longer names. For example, if you name your document "monthly report for January", the letters on display may be MONTHL~1. A better name in this case will be JAN\_REP or anything similar that fits in the eight-character DOS limitation.*

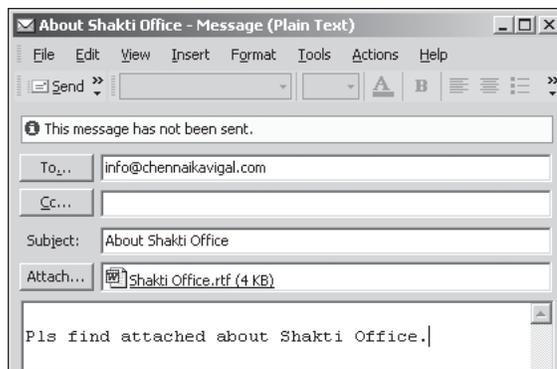
*To find out the DOS equivalent of a document name that is longer than eight characters, right-click your document and choose the properties command from the shortcut menu. It shows you the MS-DOS equivalent filename.*

### 1.7. Exiting SOWrite

You can open more than one document in SOWrite. Whenever you want to close a document follow these steps. Click "File" menu, "Close". This will close the active document. If the document has any unsaved information you have to confirm whether you want to save the file or not. Then select "File" menu, "Exit" to quit SOWrite.

**Note:** - When you think you've had enough, give your computer a few more seconds of your time. Don't just turn the power off, or you may have an unfortunate surprise (like corrupted document) waiting the next time you start the machine.

### 1.8. Send e-mail in English

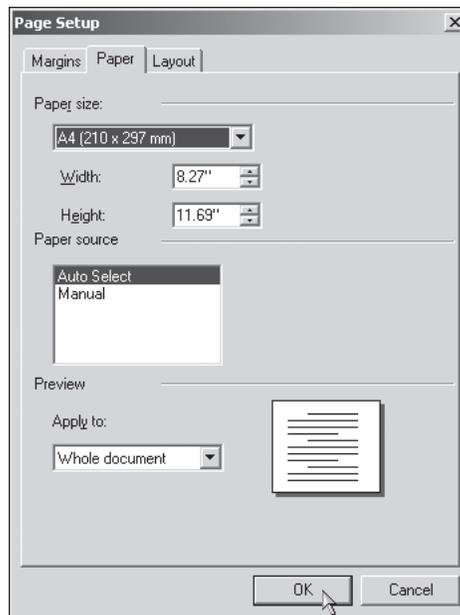


Word Processor has the facility to send email in English. Connect to the internet using your Dial-up Connection. Select "File" menu, "Send Email" and then enter TO (email address), subject, message and the document will be attached to the mail by default.

**Note:-** CC (Carbon Copy) helps to send the same mail to another person and BCC (Blind Carbon Copy) does the same, but here the receiver will not know who else are getting the same email. We can attach some image files, documents, compressed files (\*.zip), etc... by using the attachment option. In the content area, input the message and press the “Send” button. A message box will appear to confirm you that your email has been sent.

### 1.9. Page Setting

The default size of a document page is equal to an A4 size paper (i.e. 8½ inch by 11 inches). Whenever you want to resize the pages of a document, you can follow these steps. Select “File” menu, “Page Setup”. The Page Setup dialog box is displayed. This displays the default margin value for the current page with Top and Bottom margin value as 1", Right and Left margins as 1" each. If you want to resize the page, choose an appropriate page size from the available list (Letter, Legal, A4, etc...)

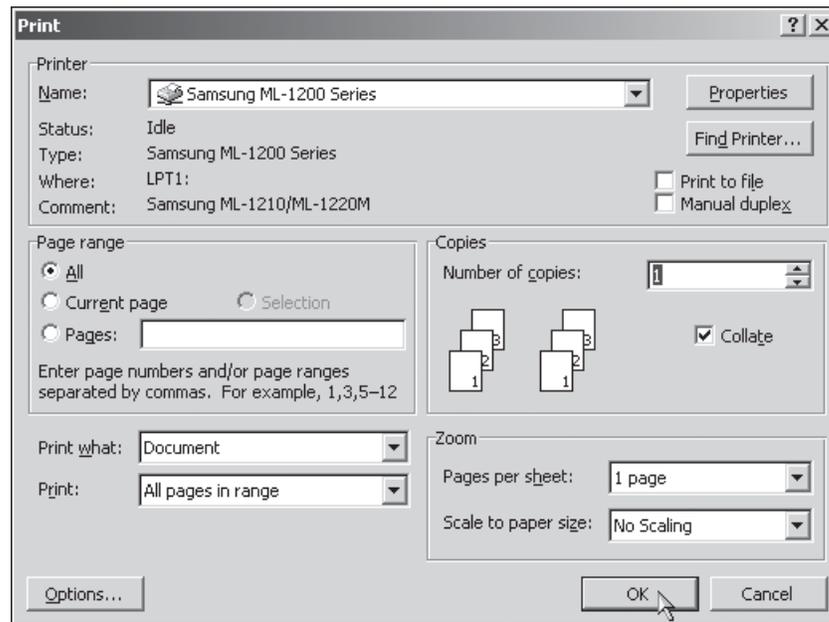


### 1.10. Print Preview

Print preview displays exactly what your document has and how it will look when printed. Select “File” menu, “Print Preview”. The current page is displayed in preview mode. To view the next page, click the next button.

## 1.11. Print Settings

To print a document, you must install a printer and that has to be turned on-line. Once your printer is ready, follow these steps to print the entire document, select “File” menu, “Print” or press **Ctrl+P**. The Print dialog box will help us to select more detailed information and select OK to print the document. You can set the quality of printing (Low, Medium, High, Draft), Paper Orientation (Portrait -orients the print vertically, Landscape - orients the print horizontally).



**Speedy printing:** To print one copy of the entire document without going to the Print dialog box, click on the Print Icon on the Standard Toolbar.

**Printing a part of the document:** You can print either page by page or a range of pages from a document. This facility helps us to check the result of our formatting in the document. To print specific pages, follow these steps:

- *To print a single page, position the insertion pointer anywhere on the page to be printed.*
- *Select the page button under the page range. Select all to print each and every page. Select Current Page to print the page the insertion pointer is on and select OK.*

## 1.12. Help

SOwrite provides extensive help topics and tips to complete your tasks easily.

## 1.13. Editing a document

SOwrite gives you the chance of correcting any mistakes or editing the text. In case of errors, you can erase them by using either backspace or delete key. Before beginning to edit, place the cursor at the location where changes have to be made.

**Table 1.13.1. - Moving around in a document**

<b>Movement</b>	<b>With Mouse</b>	<b>Through Keyboard</b>
To move up or down by a line.	Click on the up or down arrow button on the vertical scroll bar.  Keep button pressed for faster movement.	Press the Up or Down arrow keys given on keyboard.  Keep those keys pressed for faster movement.
To move up or down the screen.	Click on the ribbon (the path between the up and down arrows) of the vertical scroll bar, above the box to move up by one screen and visa versa.	Press Page Up key for moving one page up, and Page Down key for moving one page down.
Move to the beginning or end of the document.	Drag the box on the scroll bar to either the top or bottom in the bar.	Pressing <b>Ctrl+Home</b> , goes to the beginning of the document and <b>Ctrl+End</b> goes to the end.
To move insertion point to the starting or the end a line.	Place the cursor and click either at the beginning or end.	Press Home key for the start and visa versa.

**Table 1.13.2. - Selecting text in a document**

<b>Item</b>	<b>Method</b>
Plain Text	Click mouse at the beginning of text and drag to end of text.
Word	Double click anywhere on the word.
Line	Move the mouse pointer to the extreme left edge of the document. Shape of the pointer changes into an arrow. Click the mouse to select entire line. Drag to select additional lines.
Paragraph	Double click at the selection area. (or) Triple click anywhere in the paragraph.
Entire	Click mouse in selection area while pressing Ctrl Key (or) <b>Ctrl+A</b> document
Graphics and other objects	Click anywhere within the object.

#### 1.14. Undo and Redo

Whenever you start typing text, it may contain some typographic errors. To eliminate these errors, SOWrite helps you to undo the last action with its feature called Undo. You can undo or cancel any action easily. For example, if you have applied the Bold face format for a selected portion of text and now you want to cancel the bold format, just click the Undo tool button in the standard toolbar or select “Edit” menu, “Undo” option immediately.

Redo is similar to undo. To redo the undone task, selecting “Edit” menu, click on “Redo” or click the icon in standard toolbar.

#### 1.15. Moving or Copying Text

When you move or copy, the text is saved temporarily to the clipboard from where you can paste the same in a new location.

##### Move text

First select the text and then select “Edit” menu, “Cut” or click on the cut icon from standard toolbar (or press **Ctrl+X**). Locate the insertion pointer in the document and select “Edit” menu, “Paste” or click on the paste icon from the standard

toolbar (or press **Ctrl+V**). The text is moved from its original place and inserted in another place.

### Copy text

Select the text, then select “Edit” menu, “Copy” or click on the copy icon in the standard toolbar (or press **Ctrl+C**). Locate the insertion pointer in the document and select “Edit” menu, “Paste” or click on the paste icon in the standard toolbar (or press **Ctrl+V**). The text is retained in its place and duplicated in the new place.

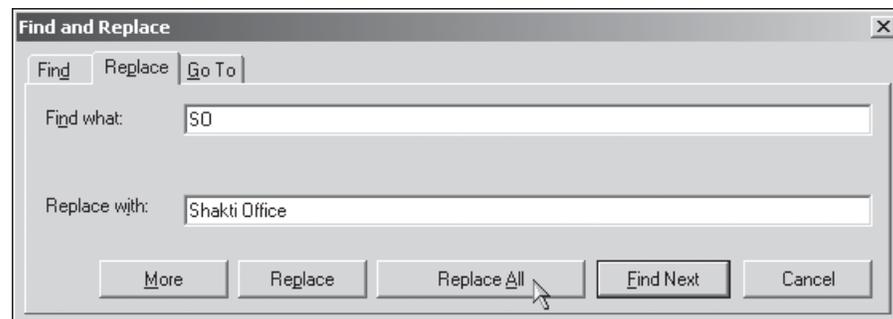
**Tip:** - *What is the difference between moving a text and copying a text?*

*The difference between moving a text and copying a text is that when you move it, it gets deleted from its original location and inserted in a new location. When you copy text, the original text remains in place, while you insert a duplicate of it in a new location.*

## 1.16. Find and replace some text in a document

This feature comes handy when you, search for any word in the document. SOwrite has the facility to search, words with match case, up and down in a document. To do this, select “find” in Edit” menu (or **Ctrl + F**). Type the word in the Search text box. Keep clicking on the “Find Next” button to find all the places where the word has appeared in the document.

**To replace any word with some other word:** Whenever you need to search for specific text in a document, and automatically replace each occurrence of it with the new text, select “Find and Replace” in “Edit” menu (or **Ctrl + H**). Type the word in the Search (Find what) box. Type the word in the Change (Replace with) box and click on Replace button.



**Find Whole Word Only:** This option, will help you find words, that have the same letters. For example, when you type “temp” the words likely to be highlighted will be “temporary” or “attempt”.

### 1.17. To easily navigate between different pages

SOwrite offers “Go To” feature, which makes navigation inside the document easy. This feature normally uses the page number to navigate (use “Edit” menu, “Goto” or press **Ctrl +G**).

**Note:-** Even if you haven’t given the page numbers, SOwrite automatically numbers every page.

### 1.18. View the Standard toolbar, Formatting bar

Displays the Standard toolbar (ICONS) for the frequently used commands.



Displays the Formatting bar (ICONS), which helps to format text or paragraph.

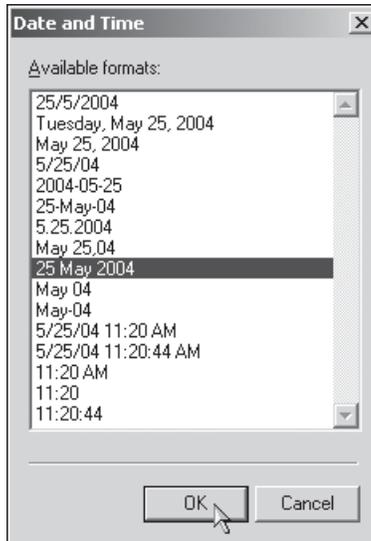


### 1.19. How to break a page

In a document one page is separated from another by using “Page break”. You can manually insert a page break wherever you need by selecting “Insert” menu, “Break”, “Page Break”.

### 1.20. Insert date and time in your document

It is common practice to place the date at the top right corner of an official letter. SOwrite makes this simple. Click on the Align Right button in the format bar, and then open the insert menu, select the Date, Time.



## 1.21. Header, Footer

A header is information that can be printed in the top margin of a page. Typical information included in a header includes book titles, chapter headings, and sometimes page numbers. A footnote or footer contains information such as page numbers, file created date, file name/path, etc., and are printed at the bottom of the page.

(e.g.) **Header information**

CK Technologies Pvt Ltd.,

#2, Reddy Colony

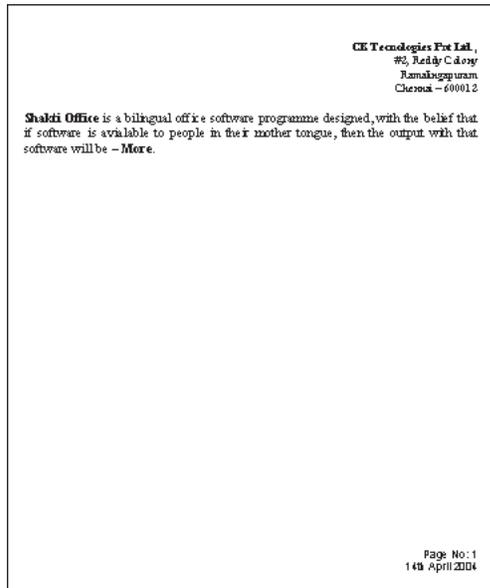
Ramalingapuram

Chennai 600012

**Footer information**

Page No. 01

14<sup>th</sup> April, 2004



## 1.22. Inserting an

image

Select “Insert” menu, “Picture”, “From file” and select the image file (\*.bmp, \*.jpg, \*.wmf, \*.emf, \*.gif). To resize the picture select any image and click on the “handle/grip” and drag it.

## 1.23. How to Format the Font

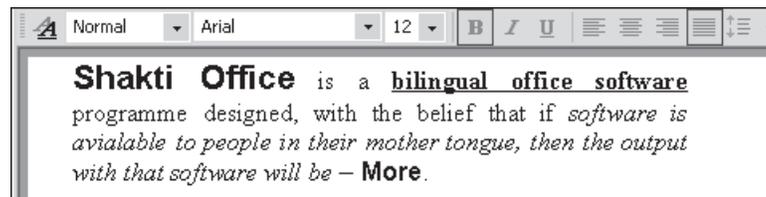
Character formatting is the process of changing how a character/word should look in a document. For example, character formatting can make a word **bold**, *italic*, or underlined.

You can change the size of text (its point size), make it either bigger or smaller. You can change the font style by choosing a different font name; for example Arial, Times New Roman, Tahoma, etc... Select the content and then click on the “format” menu, click “font” to change the font name and style.

**Using Bold, Italic and Underline:** To type characters in **Bold**, *Italic*, or Underlined, first click the button on the formatting toolbar. Then when you type, the text will be in the format you have chosen. When you want to change the format, click the same button again to proceed and if you want to apply any of the formats to a text that already exists, select the text, and click any or all of the buttons in the format toolbar.

**Changing Your Font using Format Toolbar:** Select the content, click on the down arrow in the font name box. A list of all available fonts will

appear in alphabetical order. You can select the style and press Enter. When you start typing, everything will appear in the new font.



**Format  
Text:**

Formatting text means modifying the appearance of text in a document. SOWrite provides various formatting tools that help, customise and enhance the appearance of the text being typed in a document. For example, the text can be aligned or assigned a new value for height and width. Different font styles and font sizes can be applied to the text in a document.

**Font Size:** To change the font size, you can use one of the following ways.

1. Select the Font size in drop-down list box on the Formatting toolbar or type font size and press Enter.
2. Select the text and press either “[” or “]” in the keyboard to either increase or decrease the font size.
3. The Font dialog box contains a comprehensive collection of formatting options.

- |                       |   |  |
|-----------------------|---|--|
| <b>Strike through</b> | - | Strikes the selected text  |
| <b>Superscript</b>    | - | Raises the selected text above line and reduces the font size.         |
| <b>Subscript</b>      | - | Lowers the selected text below the baseline and reduces the font size. |

**Format Painter:** You can use the Format Painter to format a document quickly and easily. The Format Painter copies formats from the selected text to the text you want to format. For example, if you have formatted a line as 12 point Times New Roman, bold italic, underlined and left-

aligned, rather than formatting each paragraph of the document separately, you can use the Format Painter to format the entire document. To use Format Painter select the formatted text (the text whose format you want to copy). Click on the Format Painter button in the Standard toolbar. Click the text to be formatted. The text automatically changes to the copied format.

## 1.24. Paragraph Formatting

A paragraph is a collection of words that ends when you press the Enter key. This includes single-line paragraphs, such as chapter titles, and section headings. When you press the Enter key, you are ending the document.

**Paragraph Format Continues:** When you press Enter to create a new paragraph, the formatting continues to the next paragraph. Once you make changes to a paragraph (such as changing its margin settings), those changes will be effective until you change them again.

**Soft or Hard Return:** If you need to move to the next line without creating a new paragraph (as in a list or an address at the top of a letter), press Shift + Enter. This inserts a “soft return” making the end of a line, as opposed to a “hard return”, which marks the end of a paragraph.

**Center lines and Paragraphs on your page:** To create a new paragraph equally distant from the left and right margins, click the center button on the formatting toolbar. The insertion point moves to the center of the page. Start typing and you notice that the words spread out from the center of the page. Press enter when you have finished. You can also center any existing paragraph by clicking anywhere inside the paragraph and pressing the center button. To change a centered paragraph back to the normal alignment (aligned with the left margin), click anywhere inside the paragraph and then click the align left button on the formatting toolbar.

**Justifying text:** Justification means arranging the typed text in a presentable way. SOwrite offers four types of justification options. To change the justification for one or more paragraphs, first select the paragraphs to change. Then click on one of the justification buttons on the Formatting toolbar.

**Left** - Aligns the left ends of lines (**Ctrl + L**).

**Right** - Aligns the right ends of lines (**Ctrl + R**).

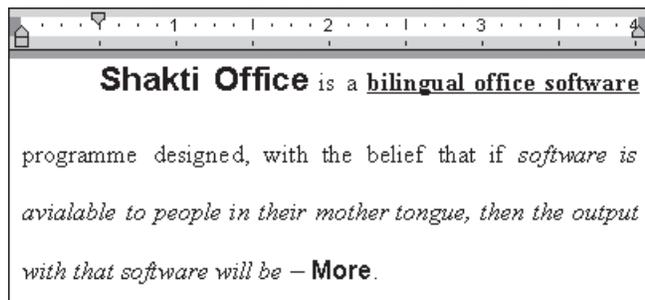
○ **Center** - Centers lines between the left and right margins (**Ctrl + E**).

○ **Full** - Aligns both the left and right ends of lines (**Ctrl + J**).

**Aligning text right or left:** Most documents are prepared with the text aligned left, with each line starting at the left margin. It can just as easily be aligned right for anything like dates that you want to appear at the top right side of the page.

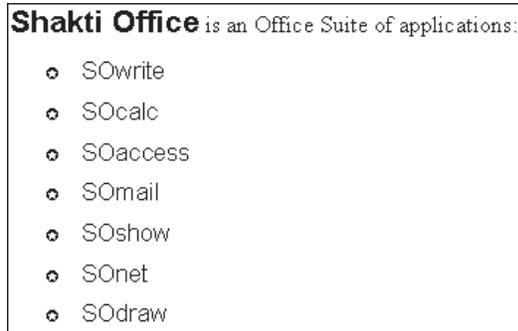
**Changing line and paragraph spacing:** You can increase the distance between lines in your SOWrite document. Normally, all lines are single-spaced in SOWrite. However, you can quickly change the line spacing of any paragraph by opening the **Format** menu and choosing **Line Spacing** where you enter the numeral for the number of lines you want.

**Indenting a Paragraph:** Indentation refers to the distance between edges of a paragraph and the margins. SOWrite allows you to individually set the indent for the left edge, the right edge and the first line of the paragraph. Regular paragraphs are indented by using the Tab key to indent the first line. Sometimes you want to indent the entire paragraph. For this, place the insertion point anywhere in the paragraph and click the Tab on the Rules. To return an indented paragraph to the original margin, click the button in the Ruler.



## 1.25. Creating a Numbered or Bulleted List

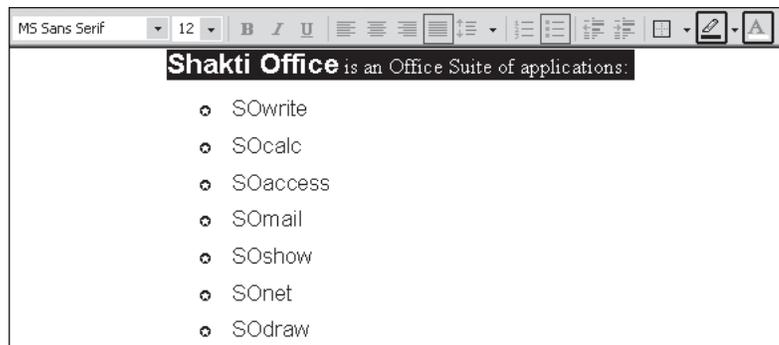
Select the paragraph that you want in the list. Select “Format”, “Bullets and Numbering” to display the Bullets and Numbering dialog box. Depending on the type of list you want, click on the bulleting or numbering option that you want and press OK.



**Note:-** Type in the list elements and pressing Enter at the end of each paragraph. Each paragraph will be automatically numbered or bulleted as you proceed. At the end of the last paragraph, press Enter.. SOWrite will insert an extra, empty list item that will be removed in the next step.

### 1.26. Setting the Back color or Fore color

Select “Format” menu, “Font”, and pick a colour in the “Fore color” to apply to the text. Select text and click on “Highlight” or “Font” color to select the colour.



### 1.27. Working With Tables

Tables are made up of rows and columns. The intersection of a row and a column is called a cell. When you insert a table in a document, table borders are inserted by default. Select “Table” menu, “Insert”, “Table”, and enter number of rows/columns you want in that table.

**Adding Text in a Table:** Position the cursor in a cell and then type the text or use the arrow keys to go to another cell in a table. Alternatively, Press the

**Tab** key to go the right cell, or **Shift+Tab** to enter text in the left cell.

<b>S. No</b>	<b>Student Name</b>	<b>Total (Marks/1200)</b>	<b>Grade</b>
<b>1.</b>	<b>Anand</b>	<b>1107</b>	<b>A</b>
<b>2.</b>	<b>Babu</b>	<b>1159</b>	<b>A</b>
<b>3.</b>	<b>Mohan</b>	<b>698</b>	<b>C</b>
<b>4.</b>	<b>Rani</b>	<b>940</b>	<b>B</b>
<b>5.</b>	<b>Raju</b>	<b>1087</b>	<b>A</b>
<b>6.</b>	<b>Vijay</b>	<b>1078</b>	<b>B</b>

**Selecting Text in a Table:** Selecting text in a table is similar to selecting text in a document. You can drag the I-beam pointer over the text to select it.

### 1.28. Inserting Table, Rows and Columns

Place the mouse pointer in any cell, select “Table” menu, “Insert”, “Table”, Row Above/Below, Column Above/Below and input the text in the required column.

### 1.29. Deleting the Table, Rows and Columns

You can also delete table, rows and columns as per your requirements. Select the cells to be deleted and select “Table” menu, “Delete”, “Table/Row/Column”.

### 1.30. Formatting the data in the Table

Once you’ve created a table and entered some information, you can format it to suit your needs. Background color highlights the selected table so that it stands out from the surrounding table. Using the border width you can make the table border thick or thin.

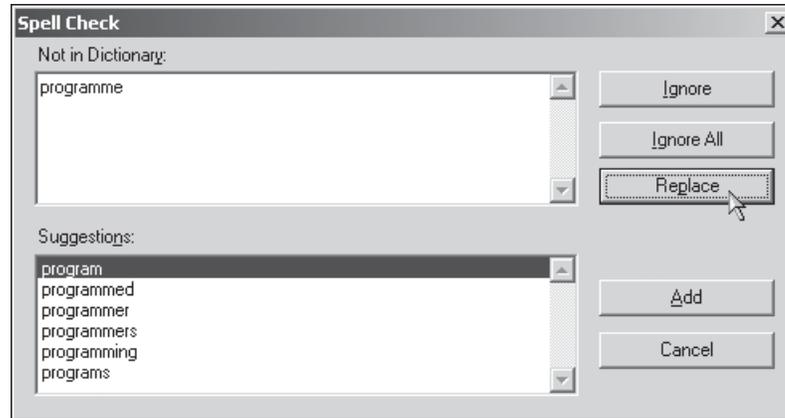
You can set the text width or gap between a cell’s border and its text for the entire table or the specified cells, using the Text Gap option. Select “Table” menu, “Table Properties” to format the table contents.

### 1.31. How to mark the text for using them in special features?

Open any document or type in the content. Select the entire text or select all (**Ctrl + A**) in the Edit Menu. You can also mark a portion of text in a paragraph or sentence.

### 1.32. Spell check your content

SOwrite checks a document for spelling errors, in a document. We can manually start spell checking our document by clicking the “Tools” menu, “Spell Check” in menu or press function key F7.



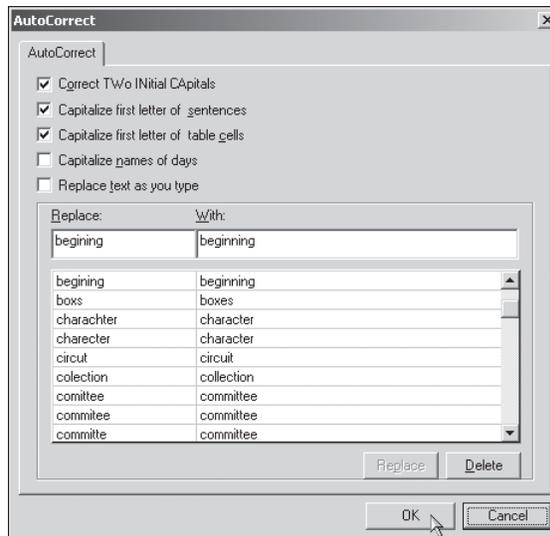
The Spelling dialog box displays the misspelled word and suggests alternate spelling. To correct the misspelling, select the correct word and click the Replace button, if the word is okay, then you can click the Ignore button to skip over and continue spellcheck. SOwrite immediately moves to the next misspelled word, and you can continue the process until all misspelling have been corrected (or ignored). A message appears when the process is finished, stating that Spellcheck is completed.

**Note:-** Select any word in your document and press functin key F12 to view the meaning in Dictionary.

### 1.33. Using AutoCorrect

Using this feature we can make the text corrected automatically as we type, or to store and reuse them as we use frequently in our document by selecting the “Tools” menu, “AutoCorrect”. To populate the list of words in our AutoCorrect, all we need to do is; first enter the misspelled word say for e.g. “begining” in the Replace text box and then type e.g. “beginning” in the Replace With text box and now click on the Add button.

**Note:-** Checking the option Correct Two Initial Caps will automatically change the upper case text (first two characters) in a word to upper-case single character.



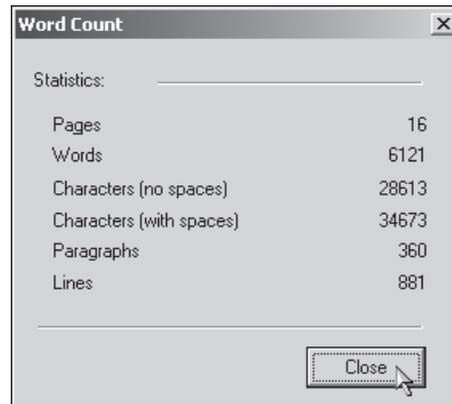
### 1.34. Create a simple Index

Once your document has heading styles for all the important parts, you can generate a table of contents. Start with marking your document and place it exactly where we want to put the table of contents (usually up front). Select “Tools”, “Linguistic Tools”, “Indexing” or press function key F9 to have the table of contents.

A	
about.....	2,4
above.....	6,10,12
acceptable.....	4
accurate.....	2
action.....	7
active.....	5
actual.....	7
actually.....	8
Add.....	13-15
added.....	11
adding.....	1,12,15
additional.....	7
address.....	5,10,13-15
After.....	3-4,15
again.....	9-10
align.....	3,8,11
aligned.....	10-11
Aligning.....	11
alignment.....	11
alignments.....	2
Aligns.....	11
all.....	1,6,8-9,11-14,16
allows.....	11
almost.....	13
alphabetical.....	9
already.....	9
also.....	1-2,4,8,11-13

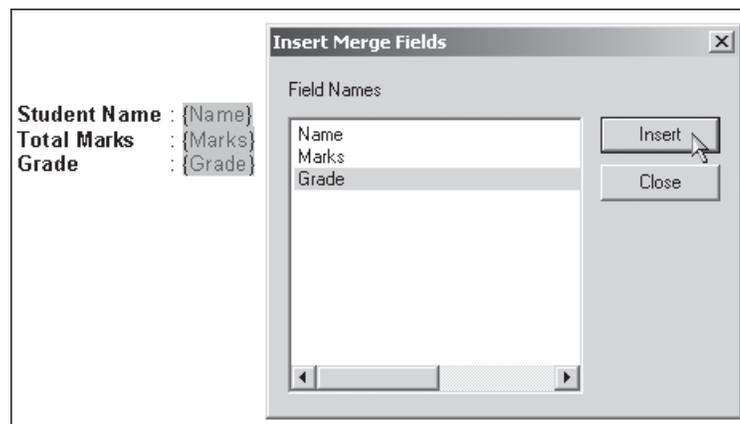
### 1.35. Count number of words in the document

Using this feature we can find the statistical information about a document. First mark the text and then select “Tools” menu, “Word Count”.

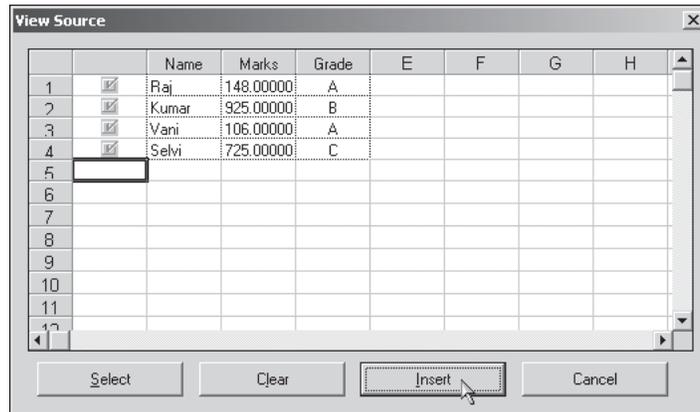


### 1.36. Mail Merge

Mail Merge is the process of merging one document with a name or address list to create an almost identical bunch of new documents. You can also use the Mail Merge to create letters, labels, envelopes, or catalogs. Organize the address data, merge it into a generic document, and print the resulting personalized documents. Select “Tools” menu, “Letters-Mailing”, “Mail Merge”, click on “Use an existing list” and click “Select” button to use the \*.xls file i.e. result.xls. Now select the sheet name in which we have the data that is used for creating the Mail Merge document.



Select “All records” and click on the “Insert” button, select the required field and click “insert” button to add the corresponding field in the document.

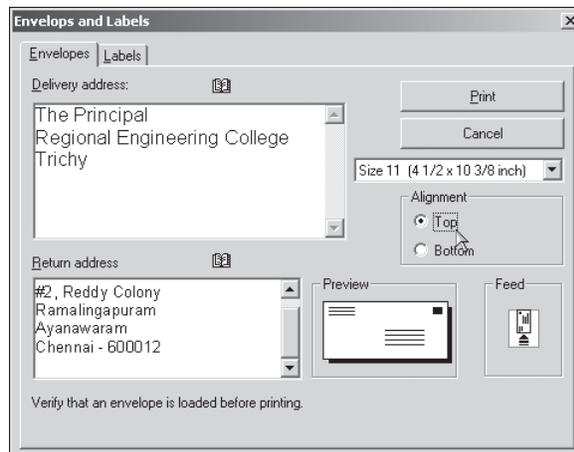


**Student Name** : Raj  
**Total Marks** : 1148.00000  
**Grade** : A

Here we can edit the document with the inserted fields in it and format them to your requirement and click the “Close” button, to view the message “Do you want to insert data now”, click “Yes” to merge the data in your document.

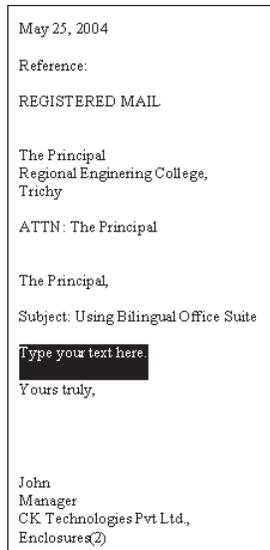
### 1.37. Creating Envelopes and Labels

SOwrite makes it easy to prepare Envelopes and Labels and getting them printed. We can follow these easier steps to prepare the label. Select “Tools” menu, “Letters-Mailing”, “Envelopes and Labels” and enter the required details and select the Envelope size and click “Print”.



### 1.38. Create letters using Wizards in SOwrite

Create general, official, personnel, etc... letters with minimum effort, using the wizards that exists in our SOwrite. Select “Tools” menu, “Letters-Mailing”, “Letter Wizard’ and you will have four different tabs. In “Letter Format” tab, select the type of letter and add details in “Sender Info”, “Recipient Info” and ‘Other Element” tabs like First select the Letter format say for e.g. Elegant Letter, check the date and select the date format. Click on the Receiver tab, input name, address, etc... Similarly click on the Sender tab and input the necessary values and press OK. Now modify the document and print.



#### Keys

Functions Keys	Description
F3	Toggle Input between English and Indian Languages...
Ctrl+F3	Toggle User Interface i.e. English to Indian Languages.. and vice-versa
F7	Spell Check
F9	Indexing
F12	Dictionary
Ctrl+F4	Close Window

<b>Shortcut Keys</b>	<b>Description</b>
Ctrl+B	Bold
Ctrl+I	Italic
Ctrl+U	Underline
Ctrl+F	Find
Ctrl+H	Replace
Ctrl+P	Print
Ctrl+1	Single Line Space
Ctrl+2	Double Line Space
Ctrl+5	Set 1.5-line spacing
Ctrl+ ]	Increase Font Size
Ctrl+ [	Decrease Font Size
Ctrl+S	Save
Ctrl+X	Cut
Ctrl+C	Copy
Ctrl+V	Paste
Ctrl+A	Select All
Ctrl+O	Open a file
Ctrl+N	New file
Ctrl+G	Go to
Ctrl+Z	Undo
Ctrl+Y	Redo
Ctrl+Shift+F	Change the font
Ctrl+Shift+P	Change the font size
Ctrl+Shift+S	Change the styles
Alt+Ctrl+C	Insert copyright symbol
Alt+Ctrl+R	Insert registered trademark symbol
Alt+Ctrl+T	Insert trademark symbol

SOcalc<sup>∞</sup>



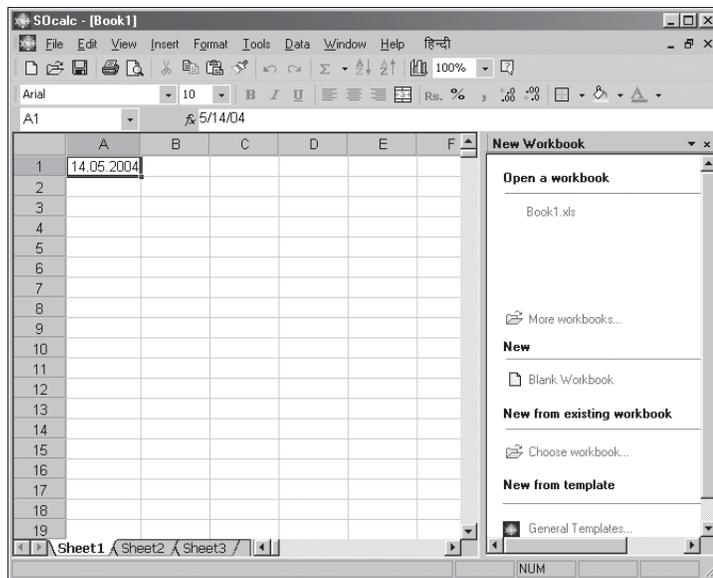
# SOcalc

SOcalc application includes standard features like automatic recalculation, analysis of data, tabulation of data, functions etc...

## 2.1. Getting started with SOcalc

The basic SOcalc document is called workbook. This contains three worksheets by default. You can start SOcalc application by selecting “Start” menu, “Programs”, “Shakti Office Hindi”. Click “SOcalc”. A new blank workbook opens.

## 2.2. Introduction to SOcalc



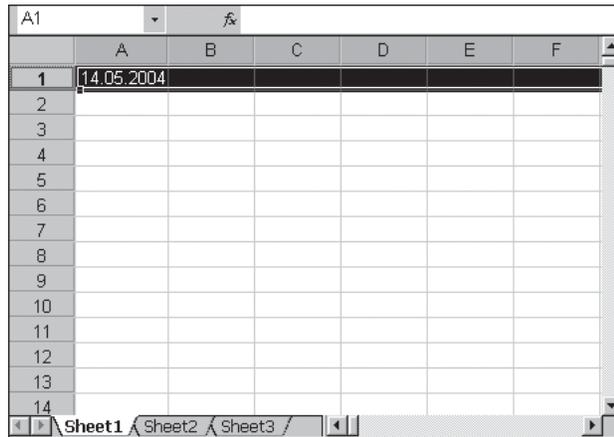
A SOcalc is a program that manipulates numbers and string data in rows and columns. The main advantage of using a SOcalc program is that it enables you to perform simple row and column arithmetic. It enables the storage of data in an easy to interpret format.

If you are new to the SOcalc, here is a quick introduction to SOcalc. SOcalc can be used to create business plans, business forms, accounting worksheets, and virtually any

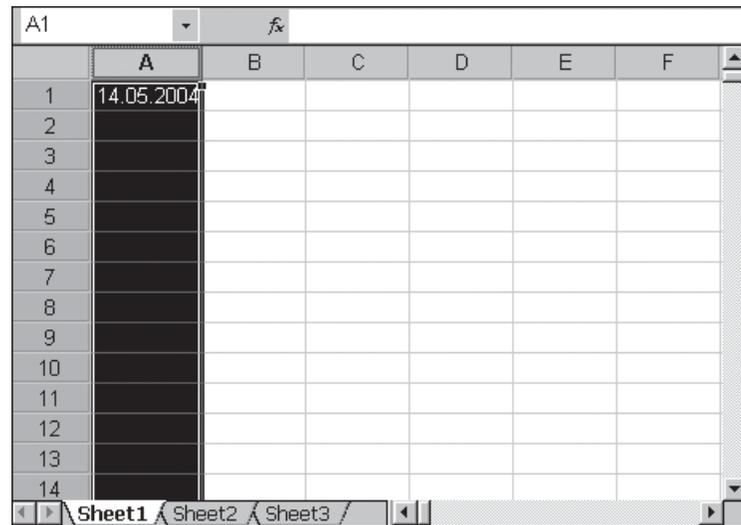
other document that contains calculated numbers. SOcalc can also be used for statistical analysis and for creating graphical displays. It can maintain large volumes of data at a time. A worksheet can contain over 65,536 rows and 255 columns. A single cell can contain a maximum of 255 characters. Such data management capacities make SOcalc a powerful application.

Shakti Office

**Rows:** Rows are referenced by the row number 1:1 is the reference to the first row.



**Columns:** Columns are referenced by the column name. A:A is the reference to the first column.

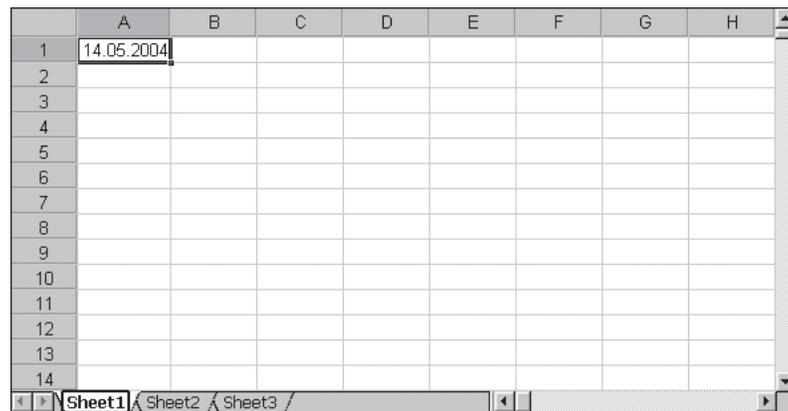


**Cells:** A cell is an intersection of a row and column. Cells can contain various types of data, such as date, text or number. For example 21-Jan-02, Raja or 1234. However, one cell can contain only one type of data. A cell is referenced by the name of the column and row. For example the

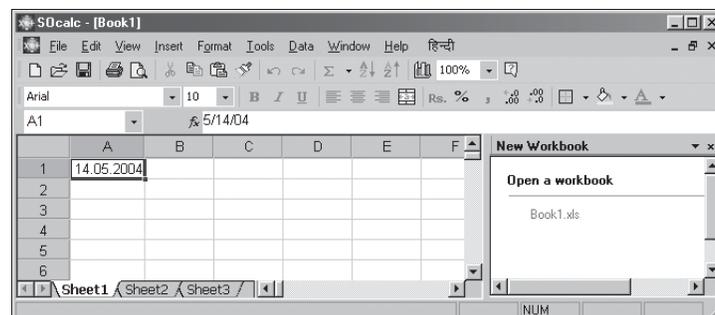
first cell A1 is in column A and row 1. The cell is referenced by first specifying the column, i.e. A and then the row, which is 1.

	A	B
1	14.05.2004	
2		

**Worksheet:** Worksheets are sheets that contain rows and columns of cells. Users can enter data in these cells in SOcalc. You can have multiple worksheets i.e. files somewhat related to the same entity in SOcalc. By default there will be three worksheets in every workbook. These are represented by an index tab at the bottom of the sheet and can be identified by their name. You can also have multiple work sheets.



**Workbook:** A file in SOcalc is called Workbook, with an extension of .xls. Workbooks are containers that hold one or more worksheets similar to pages in SOWrite.





Once formula is entered in a cell, then the formula bar shows only the formula and not its value. By default, text values are left aligned and numeric values are right aligned. Date and time can be entered in ordinary form. Use a slash or a hyphen to separate the parts of a date. SOcalc treats date as numbers. Dates can be added, subtracted, and included in other calculations. The format in which the date is displayed can also be changed.

	A	B	C	D	E	F
1	<b>S.No.</b>	<b>Name</b>	<b>Marks</b>	<b>Grade</b>		
2	1	Raja	1148	A		
3	2	Babu	1109	A		
4	3	Kumar	997	B		
5	4	Rani	1043	A		
6						
7						

## 2.6. Save a Workbook

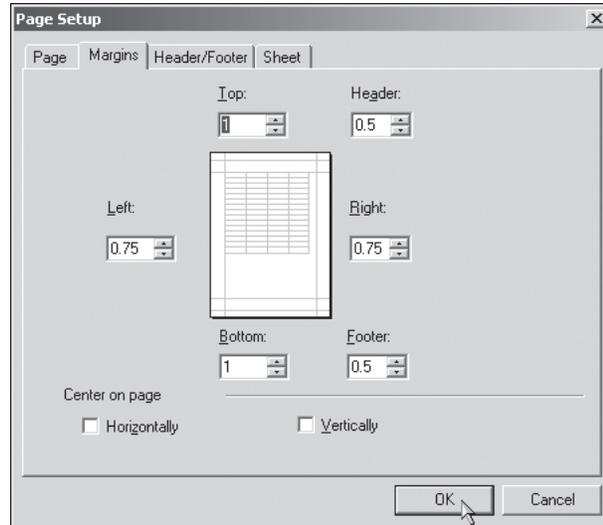
Click the **Save** button on your toolbar. SOcalc understands that you want to save your new workbook, but it needs some information from you. Type in a new name now, so that you can recognise it next time. It is necessary to pick the format in which it has to be stored, i.e. \*.xls, \*.txt, \*.html, \*.mdb.

## 2.7. Open a Workbook

You can open any document (\*.xls) with SOcalc for further editing, printing, and so on. To do so, select “File” menu, “Open” or click on the “Open” icon in the standard toolbar. Then enter the name of the file to be opened in the name box or click on its name in the File name list and press OK.

## 2.8. Page Setting

The default size of a document page is equal to an A4 size paper (i.e. 8½ inch by 11 inches). Whenever you want to resize the pages of a document, select “File” menu, “Page Setup”. It will display the Page Setup dialog box and margin setup for the current page with Top, Bottom margins as 1" each, Right and Left margins as 0.75" each. If you want to resize the page, you can do so by choosing an appropriate page size from the available list.



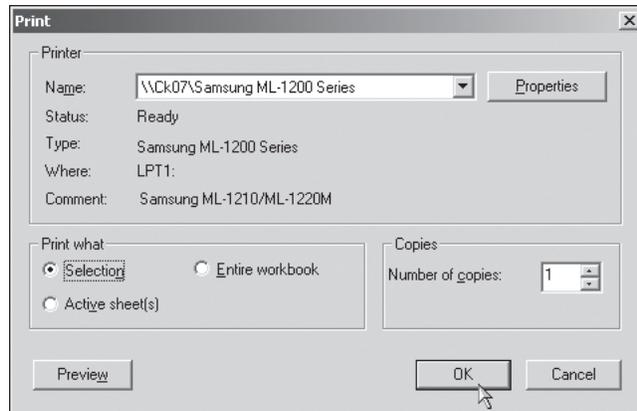
## 2.9. Print Preview

Print preview displays exactly what your worksheet has and how it will look when printed. Select “File” menu, “Preview” and the current worksheet is displayed in preview mode. To view the next page, click on the next button.

## 2.10. Print Settings

To print a document, you must have configured a printer and the printer must be turned on-line. Once your printer is ready, select “File” menu “Print” or press **Ctrl+P**. You can also set the quality of printing (Low, Medium, High, Draft) and Paper Orientation (Portrait -orients the print vertically, Landscape - orients the print horizontally).

**Printing a part of a document:** You can print a range of cells in your worksheet. This can be useful for checking the results of your formatting and other spread sheet settings. To print a specific worksheet, first select the range of cells for printing and select the option “Print what”, “Selection” and click OK.



## 2.11. Editing in a document

**Data typed in a cell can be edited by two methods:** Click a cell and then on the formula bar for editing the entry in the Formula bar or start your editing by placing the cursor at the location where the changes have to be made. SOcalc helps you to correct mistakes and modify calculation or formula. In case of errors, you can erase the mistakes by pressing the function key F2 and placing the cursor using arrow keys in your keyboard to input the data.

**Erasing Data:** To delete a cell or range, select the cell or range and press delete key, or select “Edit” Menu, “Clear”, “Contents”.

## 2.12. To navigate between different pages

A1	A	B	C
1			
2			
3			
4			

The first step in using a worksheet effectively is to learn how to navigate inside a worksheet. By default, A1 is the active cell location when a worksheet is opened for the first time. The active cell is shown with a border. In other words, we can say that the cell pointer is at cell A1. You can navigate to other cells in a worksheet by using the keyboard, mouse and scroll bars. The following control keys of the keyboard are used to navigate inside a worksheet.

**Table - Moving around in a Worksheet**

<b>To move</b>	<b>Press on Keyboard</b>
Left one cell	Left arrow or (Shift + Tab)
Right one cell	Right arrow or Tab
Up one cell	Up arrow
Down one cell	Down arrow or Enter
Up one screen	Page Up
Down one screen	Page Down
To first cell in a row (Cell pointer to column A of the active row)	Home

**Table - Selection inside a worksheet**

<b>To Select</b>	<b>Action required Mouse</b>	<b>Action required Keyboard</b>
Single	Click on cell	TAB
Entire row	Click on row number	Ctrl + Shift + right arrow
Entire Column	Click on the column heading	Ctrl + Shift + down arrow
Entire Worksheet	Click on the empty button on the top left corner of the worksheet.	Ctrl + A
Range of cells	Click on the first cell and drag across to last cell.	Shift + Arrow key

### 2.13. Undo and Redo

Whenever you start typing data, it may contain typographic errors. To eliminate the errors, SOcalc helps you to undo the last action with its feature called Undo.

8.5			
	A	B	C
1	Name	Deposit	Interest rate
2	Raja	100000	8.5

For example, Raja deposits an amount of Rs. 1,00,000/- at the rate of 9.5 percent, then he will get Rs. 1,09,500/-. Here, if instead of typing 9.5 you have typed 8.5, you can correct this by pressing the undo icon in the standard toolbar.

	A	B	C
1	Name	Deposit	Interest rate
2	Raja	100000	

Then type the correct value that is 9.5. or select “Edit” menu, “Undo” option immediately

9.5			
	A	B	C
1	Name	Deposit	Interest rate
2	Raja	100000	9.5

Then do the calculation part.

=B2+B2*C2/100				
	A	B	C	D
1	Name	Deposit	Interest rate	After One Year
2	Raja	100000	9.5	=B2+B2*C2/100

Redo is similar to undo. To redo the undone task, select “Edit” menu, “Redo” from the menu or click in the standard toolbar.

=B2+B2*C2/100				
	A	B	C	D
1	Name	Deposit	Interest rate	After One Year
2	Raja	100000	9.5	109500.00

## 2.14. Moving and Copying Text

When you move or copy, the value is temporarily saved to the clipboard and you can paste the same in another location.

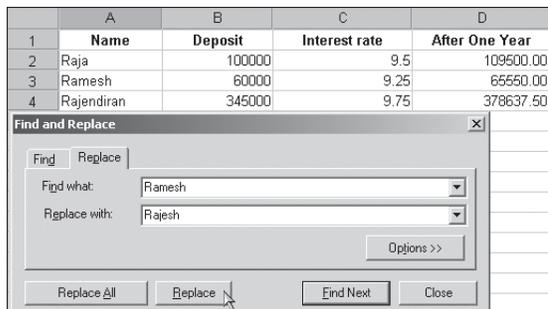
**Move the data:** First, you have to select the data, then select Edit -> Cut or click on the cut icon from Standard Toolbar (or press Ctrl+X). Then locate the insertion pointer (different cell) in the worksheet and select Edit -> Paste or click on the paste icon from the standard toolbar (or press Ctrl+V). The data is moved from its actual place and inserted in another place.

**Copy the data:** Select the data, then select Edit -> Copy or click on the copy icon from standard toolbar (or press Ctrl+C). Then locate the insertion pointer in the worksheet and select Edit->Paste or click on the paste icon from the standard toolbar (or press Ctrl+V). The data remains in the original as well as the new place.

***Tip: - Difference between moving a text and copying:** The difference between moving a data value and copying a data is that when you move the data, it gets deleted from its original location but is inserted in a new location. When you copy text, the original text remains in place, while at the same time it is also where you inserted it.*

## 2.15. Find and replace some text in a document

This feature is actually very powerful, because you can tell SOcalc to search for any text or data value in the document. It offers you choices like searching for words that match cases, having similar colour and font style. Select “Edit” menu, “Find” and type the word you are searching Find What box. Keep clicking on the Next button to find all the occurrences of that word.



## 2.16. To replace any word with some other word

Whenever you need to search for specific text in a document, and automatically replace each occurrence of it with a new text, select “Edit” menu, “Find and Replace”, type the word you are looking for in the, Find what box. Type the word in the Replace with box and click on Replace button. The above said feature can also be used for numeric values.

**Find Whole Word Only:** Finding a word like ‘temp’ will normally result in finding all the words which have temp in it like ‘temporary’, ‘attempt’ etc. Checking the Find Whole words only option, will get you the word you precisely want.

## 2.17. Setting row height and column width

**Changing Column Width of the cells:** Use mouse click on Column A, and drag until Column A through Column D is selected.

	A	B	C	D
1	Name	Deposit	Interest rate	After One Year
2	Raja	100000	9.5	109500.00
3	Ramesh	60000	9.25	65550.00
4	Rajendharan	345000	9.75	378637.50

Then select “Format” menu, “Column”, “Width” from the Format menu and enter the value, for example 20. This is how the column width is changed for the selected cells.

	A	B	C	D
1	Name	Deposit	Interest rate	After One Year
2	Raja	100000	9.5	109500.00
3	Ramesh	60000	9.25	65550.00
4	Rajendharan	345000	9.75	378637.50

**Note:-** You can also place the mouse pointer over the line separating two columns at the column heading and double click to automatically adjust the column width; or drag the column separating line of the column heading until the column reaches the desired size.

**Changing Row Heights:** Click on the row, say. Select “Format” menu, “Row”, “Height” and enter the value, say 20. The height of the second row is changed.

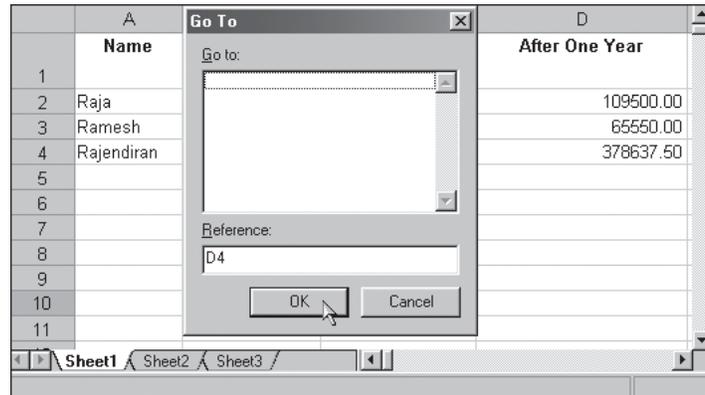
	A	B	C	D
1	Name	Deposit	Interest rate	After One Year
2	Raja	100000	9.5	109500.00
3	Ramesh	60000	9.25	65550.00
4	Rajendharan	345000	9.75	378637.50

**Note:-** Place the mouse pointer over the line separating two rows on the row numbers and double click to automatically adjust the row height, or drag the bottom border of the row heading until the row reaches the desired size.

	A	B	C	D
1	Name	Deposit	Interest rate	After One Year
2	Raja	100000	9.5	109500.00
3	Ramesh	60000	9.25	65550.00
4	Rajendharan	345000	9.75	378637.50

## 2.18. Go To a particular cell

SOcalc offers “Go To” feature which makes navigation inside the worksheet easier.



This feature normally uses the row and column number to navigate. For example enter D4, goes to 4<sup>th</sup> row, 4<sup>th</sup> column.

	A	B	C	D
	<b>Name</b>	<b>Deposit</b>	<b>Interest rate</b>	<b>After One Year</b>
1				
2	Raja	100000	9.5	109500.00
3	Ramesh	60000	9.25	65550.00
4	Rajendiran	345000	9.75	378637.50

## 2.19. Sorting the selected cells

One of the easiest things you can do to a database is to sort it. You can arrange the information in the selected rows or list alphabetically, numerically or by date either in ascending or descending order. First block the list, and then Select “Data” menu, “Sort”.

	A
1	<b>Email ID</b>
2	
3	info@chennaikavigal.com
4	raja@raja.com
5	kumar@rediff.com
6	uma@digital.com

### Ascending

	A
1	Email ID
2	
3	info@chennaikavigal.com
4	raja@raja.com
5	kumar@rediff.com
6	uma@digital.com

### Descending

	A
1	Email ID
2	
3	info@chennaikavigal.com
4	kumar@rediff.com
5	raja@raja.com
6	uma@digital.com

**Here's something important to remember:** When you perform a sort, the original order of records is replaced with the sort order. If you don't want this order to remain permanent, click on the Undo button after you're done using the Sort command. If you want to retain the sort and the original data order, consider saving the sorted table as a new file.

## 2.20. Clear the selected cells content

What do you do with the data that you no longer need ? clear it.

	A	B	C	D
1	SNo	Name	Marks	Grade
2	1	Raja	1148	A
3	2	Babu	1109	A
4	3	Kumar	997	B
5	4	Rani	1043	A
6	5	Smith	1125	A

For this, block the cells that you want to clear and then select

“Edit” menu, “Clear”, “Content”.

	A	B	C	D
1	SNo	Name	Marks	Grade
2	1	Raja	1148	A
3	2	Babu	1109	A
4	3	Kumar	997	B
5	4	Rani	1043	A
6				

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Suppose you want to clear formatting but not the data, use “Edit” menu, “Clear”, “Format”.

	A	B	C	D
1	SNo	Name	Marks	Grade
2	1	Raja	1148	A
3	2	Babu	1109	A
4	3	Kumar	997	B
5	4	Rani	1043	A
6	5	Smith	1125	A

The format is removed.

	A	B	C	D
1	SNo	Name	Marks	Grade
2	1	Raja	1148	A
3	2	Babu	1109	A
4	3	Kumar	997	B
5	4	Rani	1043	A
6	5	Smith	1125	A

If you like to remove the format and clear the content in the cells, select “Edit” menu, “Clear”, “All”.

	A	B	C	D
1	SNo	Name	Marks	Grade
2	1	Raja	1148	A
3	2	Babu	1109	A
4	3	Kumar	997	B
5	4	Rani	1043	A
6	5	Smith	1125	A

The data and format are removed.

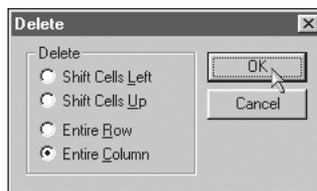
	A	B	C	D
1	SNo	Name	Marks	Grade
2	1	Raja	1148	
3	2	Babu	1109	
4	3	Kumar	997	
5	4	Rani	1043	
6	5	Smith	1125	

### 2.21. Few more methods to delete the contents

If you want to delete the entire row or column and move the remaining contents intact, block the column and select “Edit” menu, “Delete”, click the Entire Column, and press OK.

	A	B	C	D
1	SNo	Name	Marks	Grade
2		1 Raja	1148	A
3		2 Babu	1109	A
4		3 Kumar	997	B
5		4 Rani	1043	A
6		5 Smith	1125	A

The entire column is deleted.



	A	B	C
1	SNo	Name	Grade
2		1 Raja	A
3		2 Babu	A
4		3 Kumar	B
5		4 Rani	A
6		5 Smith	A

Similarly, you can block the row and select “Edit” menu, “Delete”, click the “Entire Row”.

	A	B	C
1	SNo	Name	Grade
2		1 Raja	A
3		2 Babu	A
4		3 Kumar	B
5		5 Smith	A

## 2.22. Add Cell, Row, Column

If you want to add the student’s group of study, place your mouse over **Column C** and click to block. Then select “Insert” menu, “Cell”, “Shift cells right” and start entering details. If you want to insert entire rows or columns, choose Entire Row or Entire Column.

	A	B	C	D
1	SNo	Name	Marks	Grade
2		1 Raja	1148	A
3		2 Babu	1109	A
4		3 Kumar	997	B
5		4 Rani	1043	A
6		5 Smith	1125	A

Alternately, if you want to insert only rows or columns, select “Insert” “Rows/Columns”.

	A	B	C	D	E
1	SNo	Name	Group	Marks	Grade
2	1	Raja	Computer	1148	A
3	2	Babu	Commerce	1109	A
4	3	Kumar	Computer	997	B
5	4	Rani	Computer	1043	A
6	5	Smith	Computer	1125	A

### 2.23. Insert or delete a worksheet

You can add new worksheets to any workbook by just selecting “Insert” menu, “Worksheet”. Then type the name of the sheet. Try deleting any worksheet by right clicking on any worksheet, and click delete sheet.

### 2.24. Page Break

Page break helps to separate huge data inside a worksheet to subsequent pages and printing them.

Kumar					
	A	B	C	D	E
1	SNo	Name	Group	Marks	Grade
2	1	Raja	Computer	1148	A
3	2	Babu	Commerce	1109	A
4	3	Kumar	Computer	997	B
5	4	Rani	Computer	1043	A
6	5	Smith	Computer	1125	A

### 2.25. How to enter a formula and edit that

Formulas let you perform common Mathematical operations (addition, multiplication & division) using the values in the Worksheet cells. Remember that in SOcalc, formula always begins with an equal sign.

= Enter Your Formula				
	A	B	C	D
1	Date	Details	Deposit	Expenditure
2	29/1/2001	Hardware Purchase		7,250.00
3	1/1/2002	Hardware Sales	21,457.00	
4	5/1/2002	Monthly Rent		2,500.00
5	7/1/2002	Power Tariff		875.00
6	11/1/2002	Operating cost		3,475.75

The result of the formula is displayed in the cell, where it is entered. The formula appears as entered in the formula bar.

=C2+C3+C4+C5+C6+C7				
	A	B	C	D
1	Date	Details	Deposit	Expenditure
2	29/1/2001	Hardware Purchase		7,250.00
3	1/1/2002	Hardware Sales	21,457.00	
4	5/1/2002	Monthly Rent		2,500.00
5	7/1/2002	Power Tariff		875.00
6	11/1/2002	Operating cost		3,475.75
7				
8		<b>Total</b>	<b>=C2+C3+C4</b>	

If want to find the total for the amount deposited and expenditure occurred, move to the cell address **C8**, type in **=C2+C3+C4+C5+C6+C7** and press **Enter Key** in your keyboard and type in **=D2:D7** for the range of cells.

=D2:D7				
	A	B	C	D
1	Date	Details	Deposit	Expenditure
2	29/1/2001	Hardware Purchase		7,250.00
3	1/1/2002	Hardware Sales	21,457.00	
4	5/1/2002	Monthly Rent		2,500.00
5	7/1/2002	Power Tariff		875.00
6	11/1/2002	Operating cost		3,475.75
7				
8		<b>Total</b>	<b>21457</b>	<b>=D2:D7</b>

To change or edit the formula, click in the formula bar or Press Function Key F2.

**Note:- Using Add Icon**

=SUM(D2:D7)				
	A	B	C	D
1	Date	Details	Deposit	Expenditure
2	29/1/2001	Hardware Purchase		7,250.00
3	1/1/2002	Hardware Sales	21,457.00	
4	5/1/2002	Monthly Rent		2,500.00
5	7/1/2002	Power Tariff		875.00
6	11/1/2002	Operating cost		3,475.75
7				
8		<b>Total</b>	<b>Rs21,457.00</b>	<b>=SUM(D2:D7)</b>

You can also do this by first selecting the range of cells and clicking in the add ICON in Standard toolbar and applying format for cells.

=C8-D8				
	A	B	C	D
1	<b>Date</b>	<b>Details</b>	<b>Deposit</b>	<b>Expenditure</b>
2	29/1/2001	Hardware Purchase		7,250.00
3	1/1/2002	Hardware Sales	21,457.00	
4	5/1/2002	Monthly Rent		2,500.00
5	7/1/2002	Power Tariff		875.00
6	11/1/2002	Operating cost		3,475.75
7				
8		<b>Total</b>	<b>Rs21,457.00</b>	<b>Rs14,100.75</b>
9				
10		<b>Profit</b>		<b>Rs7,356.25</b>

## 2.26. Referencing Data

A reference is the address of a cell or a range of cells in a worksheet. For example, A1 is the reference to the cell in row 1 and column A. By using cell referencing you can refer to the data of various cells, in a formula. Depending on the task you want to perform, SOcalc offers the following types of cell referencing techniques.

**Relative Referencing:** Relative referencing is a reference to the cells in a formula based on the position of the cell that contains the formula.

=SUM(B2:B6)				
	A	B	C	D
1	Addition			
2		10	44	23
3		25	42	12
4		25.75	13.75	31
5		44	11	14
6				
7		104.75		

Thus, the formula `=SUM(B2:B6)` in cell B7 becomes `=SUM(C2:C6)` in cell C7 and becomes `=SUM(D2:D6)` in cell D7 and so on. By default, SOcalc uses relative referencing.

=SUM(D2:D6)				
	A	B	C	D
1	Addition			
2		10	44	23
3		25	42	12
4		25.75	13.75	31
5		44	11	14
6				
7		104.75	110.75	80

**Absolute Referencing:** By using absolute referencing, you can refer to a particular cell value in a formula regardless of the position of the cell that contains the formula. If you want to refer to a cell by using absolute referencing, precede the name of the column and row with a dollar (\$) sign. For example, \$B\$1 means an absolute reference to cell B1.

=C4+\$B\$1				
	A	B	C	D
1	Bonus	Rs450.00		
2				
3	S.No	Name	Salary	Total Pay
4	1	Ganesh	3700.00	Rs4,150.00
5	2	Ramu	2400.00	
6	3	Priya	2475.00	
7	4	Suresh	3150.00	
8	5	Vidhya	2900.00	

At times, relative referencing might be a problem while dragging formulas. In case, in a formula, you want one value to be taken always from the same cell, even when the formula is dragged to other cells, then absolute referencing should be used. For example, if the formula =C4+\$B\$1 is typed in cell D4, and the AutoFill feature is used to fill cells from D5 to D8 the formula in cell D5 will now be =C5+\$B\$1. This means that the value of cell C5 is multiplied by the content of cell B1 and not C4 due to absolute referencing.

=C6+\$B\$1				
	A	B	C	D
1	Bonus	Rs450.00		
2				
3	S.No	Name	Salary	Total Pay
4	1	Ganesh	3700.00	Rs4,150.00
5	2	Ramu	2400.00	Rs2,850.00
6	3	Priya	2475.00	Rs2,925.00
7	4	Suresh	3150.00	Rs3,600.00
8	5	Vidhya	2900.00	Rs3,350.00

Similarly, the formula in the cell D6 will be = C6+\$B\$1. You can also use mixed references by placing the \$ sign either before the column name or the row number. For example, \$C5, means that column C has to be absolute and row 5 is relative, while C\$5 means the row 5 is absolute and column C is relative.

## 2.27. Operators in the order of precedence

Usage of Operators is very common in your formulas to produce numeric results.

Arithmetic Operator	
+	Addition
-	Subtraction
*	Multiplication
/	Division
^	Exponentiation e.g. 3^2 (3 squared) is 9
%	Percentage

Comparison Operators				
>	Greater than	e.g.	5>2,	returns true
<	Less than	e.g.	11<15,	returns true
=	Equality	e.g.	12.00=12,	returns true
<>	Not equal to	e.g.	5.00<>4.999,	returns true

## 2.28. Using AutoFill to Copy Formulae

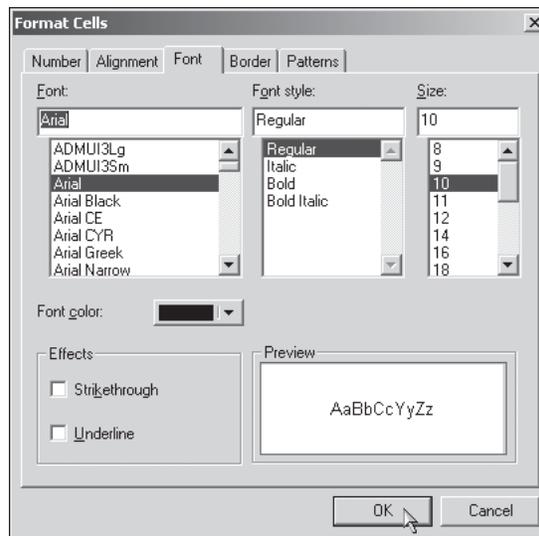
The AutoFill feature displays an AutoFill handle, which is a small plus sign at the bottom right corner of the active cell (refer figure). It is visible only when you position the pointer at the bottom right corner of the cell. This handle can be dragged to copy formulae.

=SUM(D2:D6)					
	A	B	C	D	E
1	SNo	Name	Group	Marks	Grade
2	1	Raja	Computer	1148	A
3	2	Babu	Commerce	1109	A
4	3	Kumar	Computer	997	B
5	4	Rani	Computer	1043	A
6	5	Smith	Computer	1125	A
7				5422	
8					

To copy formulae, using the AutoFill handle, select the cell that contains the formula, drag the AutoFill handle till the last cell up to which the formula has to be copied and release the mouse button. The cell references in the formulae change with respect to the location of the cells that contain the formula.

## 2.29. Cell formatting techniques

**Formatting a cell:** SOcalc records date and time values as serial numbers. Date (month, day, year), e.g. 24-Sep-2001 (24-Sep-01) when formatted that is changed as 9/24/2001.

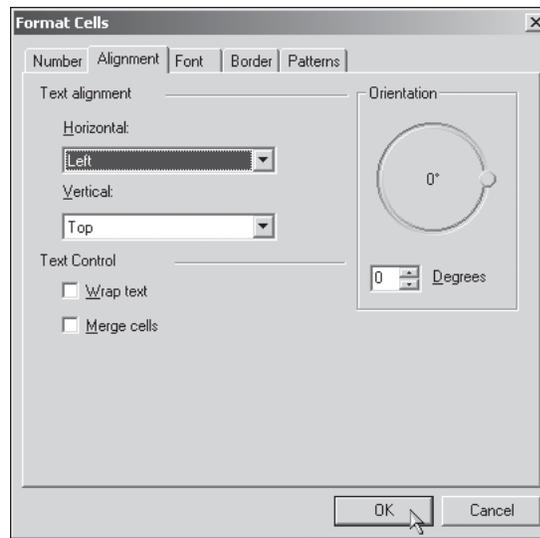


The default font (10-point Arial) holds good for basic data entry, but for any worksheet that is complex, you need to format the cell and know how to change the font and size of the data.

If you select a cell range, you can apply font formatting to the entire contents of the selection. You can apply different font attributes to different words and characters in the same cell. Open the Format Cells dialog box and click the Font tab for access to all font formats, including some options you won't find on the tool bar. This helps you to format the cells, which will make your worksheet look good. Most of the options on the Font tab of this dialog box are straightforward. Most of the options on the Font tab of this dialog box are fairly straightforward.

You will find countless uses for rich formatting within cells. You can use different fonts for different products. This feature is also useful way to insert trademark and copyright symbols and other special characters within a cell.

**To use Text Wrapping:** Select the cell range that contains the text you want to wrap., Choose Format Cells. Click the Alignment tab on the Format cells dialog box and check the Wrap Text Box. Adjust the vertical alignment if needed.

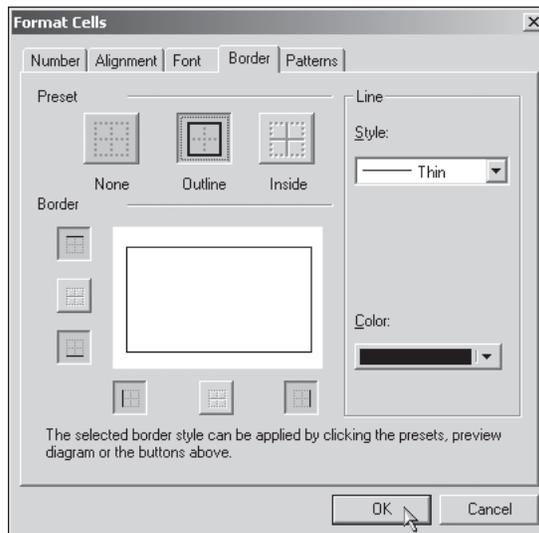


For column headings with long and short entries, for example, choose “center” from the vertical drop-down list. Headings formatted this way seem to ‘float’ instead of sitting on the bottom of the cell. For text in a table, choose the Top format so that each paragraph begins at the same point. Click OK to apply the new format.

	A	B	C	D
1	Date	Details	Deposit	Expenditure
2	29/1/2001	Hardware Purchase		7,250.00
3	1/1/2002	Hardware Sales	21,457.00	
4	5/1/2002	Monthly Rent		2,500.00
5	7/1/2002	Power Tariff		875.00
6	11/1/2002	Operating cost		3,475.75
7				
8		Total	Rs21,457.00	Rs14,100.75
9				
10		Profit		Rs7,356.25

### 2.30. Using Border, Boxes and Colors

You can create a distinctive identity for sections of a worksheet by using borders, boxes and background colours. Using alternative colours to shading to make it easy for the eye to tell which entries belong in each row, even on a wide worksheet that contains many columns of data. The borders, Fill colours, and Font Colour on the Formatting menu work much as you would expect.



These toolbars don't give you access to every formatting option, however for a maximum control over borders and colours, first select the cells or range you want to format, then right-click and choose Format Cells.

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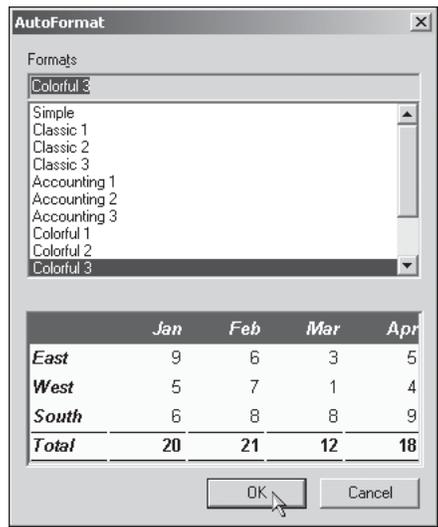
1. Before you add any lines, choose a line style-thick, doubled, dotted or dashed from the Style box at the right.
2. Choose a different border colour, if you like. Colours are most effective with thick lines.
3. Click the Outline button to add lines in the thickness and the colour you specified on all four sides of the active cell. If you selected a range, and click inside to draw borders around every cell in the selection.
4. Click any of the buttons in the Border section to add one line at a time, on the left, right, top, or bottom of the cell, or diagonally, click again to remove the line.
5. You can mix and match line styles and colours, even on different borders of the same cell. Click the line style or change the color, and then click the button in the Border area to change the style.
6. Click OK to close the Format Cells dialog box and return to the worksheet.

	A	B	C	D
1	Date	Details	Deposit	Expenditure
2	29/1/2001	Hardware Purchase		7,250.00
3	1/1/2002	Hardware Sales	21,457.00	
4	5/1/2002	Monthly Rent		2,500.00
5	7/1/2002	Power Tariff		875.00
6	11/1/2002	Operating cost		3,475.75
7				
8		Total	Rs21,457.00	Rs14,100.75
9				
10		Profit		Rs7,356.25

### 2.31. Formatting using AutoFormat

First, block the cells for applying the format using template and select “Format” menu, “AutoFormat”, and select “colourful 3” in category and press OK.

	A	B	C	D
1	<b>Date</b>	<b>Details</b>	<b>Deposit</b>	<b>Expenditure</b>
2	29/1/2001	Hardware Purchase		7,250.00
3	1/1/2002	Hardware Sales	21,457.00	
4	5/1/2002	Monthly Rent		2,500.00
5	7/1/2002	Power Tariff		875.00
6	11/1/2002	Operating cost		3,475.75
7				
8		<b>Total</b>	<b>Rs21,457.00</b>	<b>Rs14,100.75</b>
9				
10		<b>Profit</b>		<b>Rs7,356.25</b>



	A	B	C	D
1	<b>Date</b>	<b>Details</b>	<b>Deposit</b>	<b>Expenditure</b>
2	<b>29/1/2001</b>	Hardware Purchase		7250
3	<b>1/1/2002</b>	Hardware Sales	21457	
4	<b>5/1/2002</b>	Monthly Rent		2500
5	<b>7/1/2002</b>	Power Tariff		875
6	<b>11/1/2002</b>	Operating cost		3475.75
7				
8		Total	21457	14100.75
9				
10		Profit		7356.25

### 2.32. Adjusting decimal numbers

Select the column for which you want to add decimal places and click on the comma icon on the formatting toolbar.

	A	B	C	D
1	Date	Details	Deposit	Expenditure
2	29/1/2001	Hardware Purchase		7250.00
3	1/1/2002	Hardware Sales	21457	
4	5/1/2002	Monthly Rent		2500.00
5	7/1/2002	Power Tariff		875.00
6	11/1/2002	Operating cost		3475.75
7				
8		Total	21457	14100.75
9				
10		Profit		7356.25

### 2.33. Create and use the custom lists

SOcalc offers a feature that helps you quickly fill cells with data. The Fill feature fills a range of cells that you select, with the data in the original cell, or fills in a range of cells, incrementing each successive cell. Fill handle will be seen when the mouse pointer is placed on the right end square of the selected cell. The mouse pointer changes to a +.

Jan	
	A B
1	Jan
2	

Jan	
	A
1	Jan
2	Feb
3	Mar
4	Apr
5	May
6	Jun
7	Jul
8	Aug
9	Sep
10	Oct
11	Nov
12	Dec

1. Select the first cell in the range you want to fill, and enter the starting value or the series. To increment the series by a specified amount, select the next cell in the range and enter the next item in the series.
2. Select the cell or cells that contain the starting values.
3. Drag to fill over the range.

SOaccess<sup>∞</sup>



## SOaccess

### 3.1. Introduction to SOaccess (DBMS)

Before you start using SOaccess, learn about its capabilities. It is better to understand what databases are and what a database system means. Databases help you organise related information in a logical manner for easy access and retrieval.

Every organisation maintains data pertaining to its business, employees and other entities. This data needs to be maintained in such a manner that it is easily available and can be presented in any desired format. The data also needs to be updated regularly.

**Database:** A database is a computer term for a collection of related information about a certain topic or business application, such as employee database or a product database. Computer databases can store data in different formats, from simple lines of text (such as names and addresses) to complex data structures that include pictures, sounds or video images.

Databases arrange information in such a way that any specific piece of information can be accessed if a reference point is known. Here, the **Product No** is the reference point that can be used to access all other information about the software development. For example, maintaining software development details is just a SOaccess. Every entry is arranged alphabetically, whereas a newspaper report cannot be called a database.

#### Sample Database:

Product No	Product Name	Developer	Duration
001	Address Book	Ramu	2 Weeks
002	Hand Writing Recognition	Kumar	4 Weeks
003	Text to Speech	Balu	2 Weeks

SOaccess involves creating, modifying, deleting and adding data in files to generate reports. SOaccess allows you to perform these Database Management System (DBMS). SOaccess user enters data through data entry forms and retrieves it using a query. Data is formatted in form, and reports are generated and sent to the VDU or a Printer. Database includes table, record, field, value, form, query and report.

**Table:** The information stored in a database is contained in the form of one or more tables. A table stores data in a row - column format. Every table in a database focuses on one subject, for example products, customers, etc... The table is divided into several rows. Each row contains different **Product No, Product Name, Developer and Duration.**

**Record:** Every row of information is called a record. Every record is a separate entity and it can be accessed as desired.

**Field:** Information in columns are known as Fields. For example, the column **Duration** is a field that stores the time taken to complete the product development.

**Value:** Every specific piece of information in a table is known as a value. Thus, **Ramu** is a value in the **Developer** field and **2 Weeks** is a value in the **Duration** field. The total number of values in a table is the number of rows (records) multiplied by the number of columns (fields).

### 3.2. Introduction to RDBMS

Relation Database Management System (RDBMS), enables users to manipulate data in more sophisticated ways. RDBMS avoids redundancy in data and defines the relationships between sets of data. The relationship is a common element between tables **Product No**, which is a common element in a **Project Details** table and **Project Status** table as shown.

**Table 1 - Project Details**

<b>Product No</b>	<b>Product Name</b>	<b>Developer</b>	<b>Duration</b>
001	Address Book	Ramu	2 Weeks
002	Hand Writing Recognition	Kumar	4 Weeks
003	Text to Speech	Balu	2 Weeks

**Table 2 - Project Status**

<b>Product No</b>	<b>Status</b>	<b>Developer</b>
001	Completed	Ramu
002	Not Completed	Kumar
003	Completed	Balu

The data stored in each table can be retrieved and updated based on data in another table.

### **3.3. Introduction to SOaccess**

SOaccess is a powerful multi-user DBMS developed by CK Technologies. It can be used to store and manipulate enormous information and automate repetitive tasks, such as maintaining an inventory and generation invoices. By using SOaccess, you can process your data and view the custom reports.

Data in SOaccess is organised in the form of tables. Within a table, records are arranged according to a common reference value, known as the **Primary Key** (e.g. Product No). The value in the Primary Key field is different for every record (Unique) and thus helps identifying records easily.

For example, the field **Product No** is the key field. The value in the field can be used to uniquely identify a Product even if the values in other fields, such as **Product Name** and **Developer** are the same.

**Table 1 - Project Details**

**Table 1 - Project Details**

<b>Product No</b>	<b>Product Name</b>	<b>Developer</b>	<b>Duration</b>
001	Address Book	Ramu	2 Weeks
002	Hand Writing Recognition	Kumar	4 Weeks
003	Text to Speech	Balu	2 Weeks

**Table 2 - Project Status**

<b>Product No</b>	<b>Status</b>	<b>Developer</b>
001	Completed	Ramu
002	Not Completed	Kumar
003	Completed	Balu

A combination of two or more fields can also be used as the primary key. Such a combination is called a **Composite Key**.

Since a value in one table can be replicated across other tables, there should be a way to maintain a relation between the two tables. This relation is implemented through the concept of a **Foreign Key**.

A foreign key in **Project Details** table and **Project Status** table can be related with the help of the **Product No** field.

In the Project Details table, the **Product No** can be stored as a field and can be used to retrieve the details about the **Status** of product development from the Project Status table. Databases in SOaccess have a default extension of (\*.mdb).

### **3.4. Points to be considered for good database design**

An important point to keep in mind as you begin creating a database is a good design. Without a good design, you will be constantly changing the database structure or you may not be able to extract the information you want from you database. To create a database, you need to complete a series of steps known as design steps. The aim of this process is to produce a compact and efficient data structure accordingly.

You need to design your database in such a manner, that data integrity is maintained at all levels. Data integrity refers to a state of the database where none of the data is duplicated or inconsistent. For example, in the **Book** Collection database, if you store the Author's Name and Address values for all their books, you will have redundant data. This also increases the changes of inconsistency in the data.

**Table: Book.mdb**

Book No	Title	Author	Address	Price
001	Way to Success	Kumar	India	300
002	Warrior of INDIA	Jackson	U.K.	150
003	Management	Radhika	India	225
004	Memory Management	Kumar	India	175
005	I.Q.	Kumar	India	45

For example, if you are storing the authors' address for every book, the changes to the address may not show in every record. Thus, it would be better to split your data into multiple tables and maintain separate tables for author details and book details.

**Table: Book.mdb**

Book No	Title	Author	Address	Price
001	Way to Success	Kumar	India	300
002	Warrior of INDIA	Jackson	U.K.	150
003	Management	Radhika	India	225
004	Memory Management	Kumar	India	175
005	I.Q.	Kumar	India	45

**Table: Author.mdb**

Author ID	Author	Address
A001	Kumar	India
A002	Jackson	U.K.
A003	Radhika	India

Both, the tables can then be related by including an author identification number in the **Books** table.

**Table: Book.mdb - modified**

<b>Book No</b>	<b>Title</b>	<b>Author ID</b>	<b>Price</b>
001	Way to Success	A001	300
002	Warrior of INDIA	A002	150
003	Management	A003	225
004	Memory Management	A001	175
005	I.Q.	A001	45

After you have split your database into multiple tables, the next step is to set relations between them in such a way, that a query can retrieve from multiple tables.

SOaccess does this by matching primary keys with the foreign keys in other tables. For example, to print a report showing the books and their authors, the query can match the Author ID in the Author table with the Author ID in the Books table and generate a dynaset containing all the book details and the author details.

After you have decided upon the tables that you will have in your database, you can define the various fields and their properties. For every field, you should decide the:

- *Field Name*
- *Field Type*
- *Field Size*

One of the most important tasks in a DBMS is ensuring data integrity. For this, you can define data entry rules and data validations. This would ensure that only valid and consistent data is stored in the table and inconsistent data rejected.

## Shakti Office

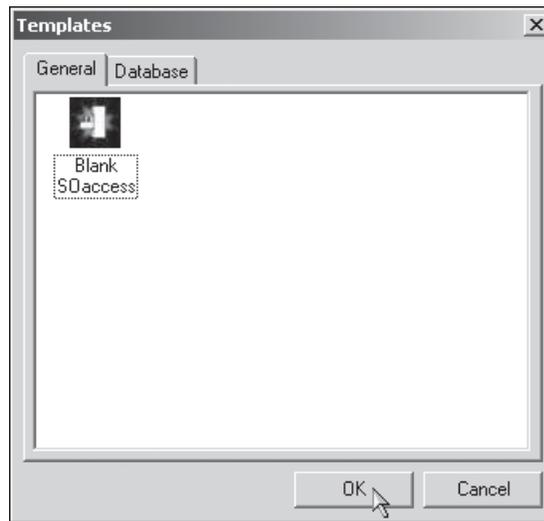
For example, in the Book Collection database, your data validation rules can check

for

- Entry of 0 in the price field
- A blank in the Name or Title field
- An Author ID that exists in the Authors table
- A Title Type that exists in the list of titles

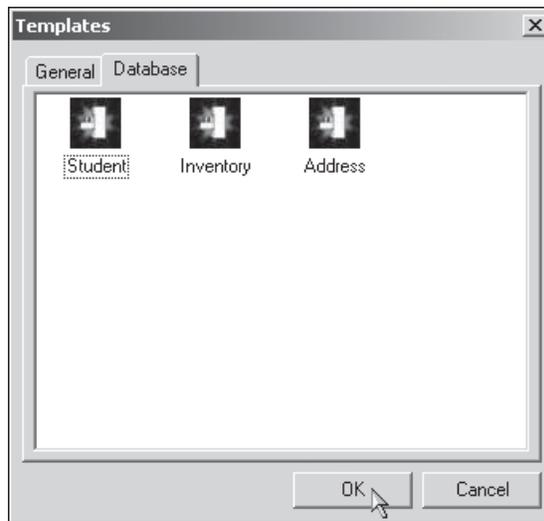
A database also consists of various objects like reports that display data. After you have created the table, you need to enter data and create queries to generate report.

After you have designed the database and table structures on paper, you can begin creating a database. There are several ways in which you can create a database. You can create a blank database and add table and other objects yourself.



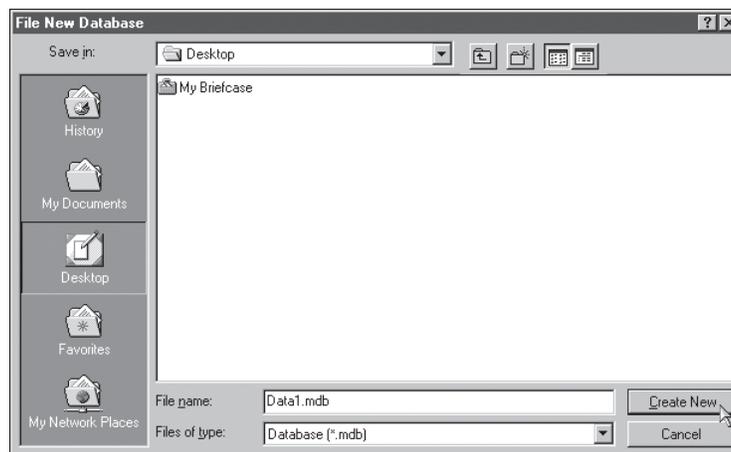
Alternatively, you can invoke the Database Creation Wizard to create a database. SOaccess has several database templates, such as inventory control, Address Book and Order Entry Wizard.

You can modify these databases to suit your requirements.



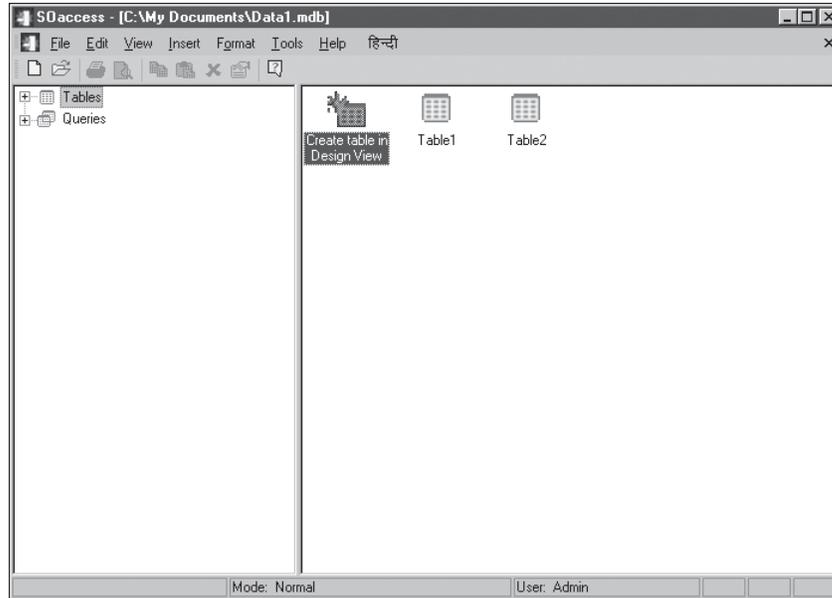
### 3.5. Steps to create Database

As you invoke SOaccess select File menu -> New, enter the database name for example, book.mdb and press OK. Then the Data Wizard gives you an option to create a blank database, You can use one of the available sample databases or select the blank database.

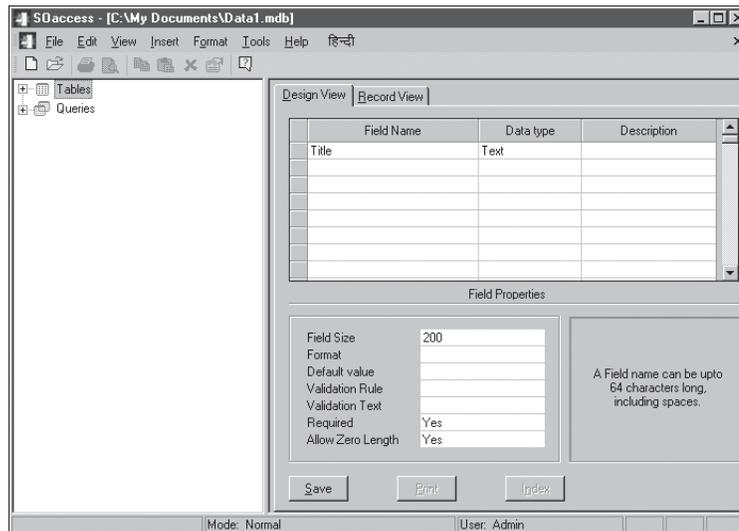


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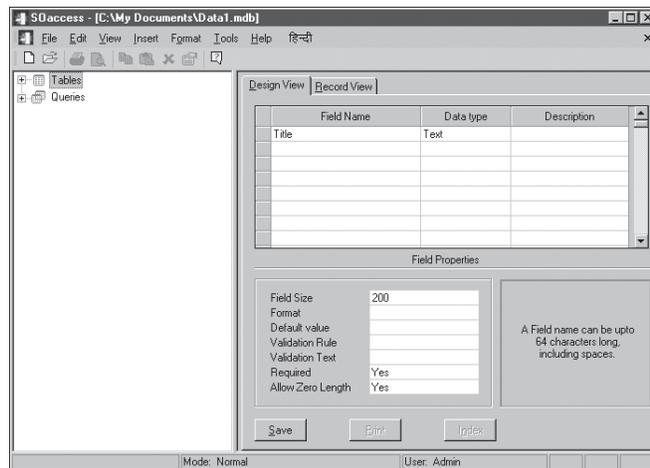
Select the Table tab, and click the “New” button.



Now, enter the table name, for example book and click the add field and define the field information.

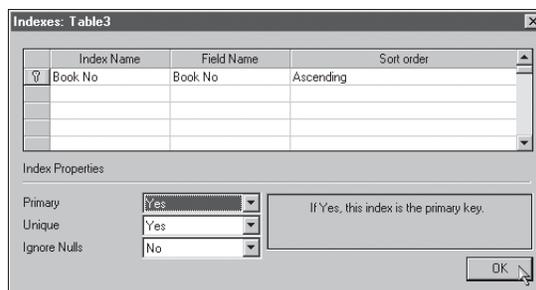


**Note:-** When naming fields, you need to follow some Object Naming Rules defined by SOaccess. These rules are naming conventions, maximum width and other specifications. For example, field names can be up to 64 characters long and can include any combination of letters, numbers, spaces, and special characters except a period (.), an exclamation point (!) an accent grave (`), and brackets ([ ]). Note that you also cannot use leading Spaces or Control characters (ASCII Values 0 to 31)

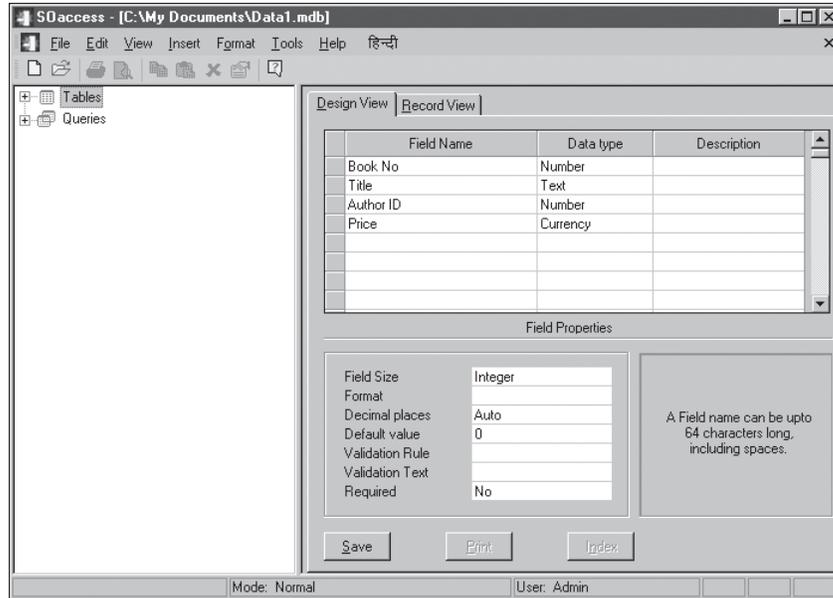


Click on the Add Index button. An index is an internal table of values that SOaccess maintains to store the order of records. Index objects thus provide efficient access to data. Database indexes work just like the indexed book. When you want to find a particular topic in a book, you turn to the index and look up the page number. Then you turn to the relevant page.

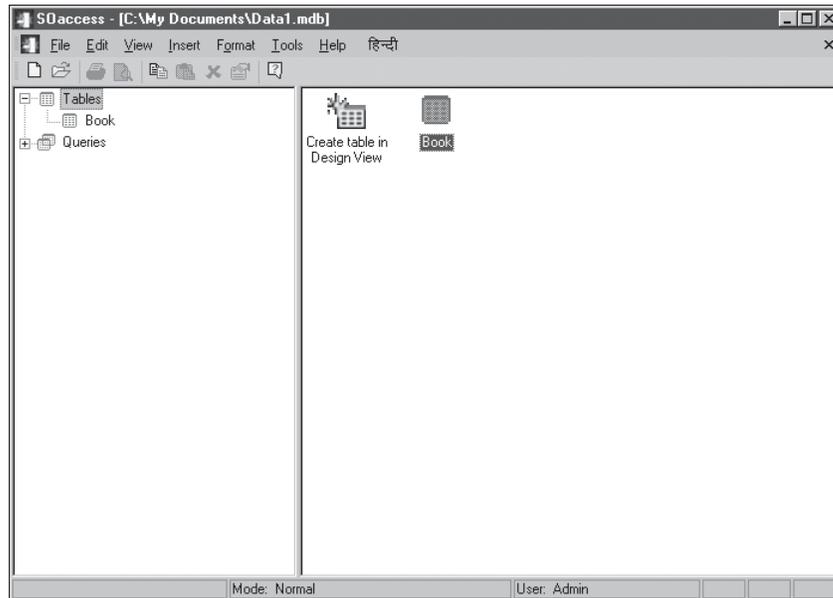
Similarly, in a table, Indexes control the way data is accessed. However, it does not duplicate the data itself. Nor does it change the sequence in which data is stored in the table. Now, select the "Book No" field as primary key.



Then click the build table button to complete the table definition.



Now the table is created.



### 3.6. Adding records in a table

Click Open button in the Table tab, and enter data into a SOcalc-like format. Once you have finished entering the data, you need to save the table. To Save the table, choose the Save button.

Book No	Title	Author Id	Price
1	Way to Success	A001	300
2	Warrior of INDIA	A002	150
3	Knowledge	A003	225
4	Memory Management	A004	175
5	I.Q.	A005	45

### 3.7. Data types available in SOaccess

After you name a field, you need to decide what type of data the field should hold. SOaccess supports eight basic data types. These data types and their specifications are shown in the table below:

Data Type	Type of Data Stored	Storage Size
Text	Alphanumeric characters	0-255 characters
Memo	Alphanumeric characters	0-64,000 characters
Number (Byte)	Numeric Value	1 byte
Number(Integer)	Numeric values	2 bytes
Number(Long)	Numeric Value	4 bytes
Number(Single)	Numeric Value	4 bytes
Number(Double)	Numeric Value	8 bytes
Date/Time	Date and time data	8 bytes
Currency	Monetary data	8 bytes
Yes/No	Logical values: Yes/No, True/False, On/Off	1bit(0 or-1)
Auto Number	Numeric Value	Generate numeric by automatic

### 3.8. Frequently used Data Types

Brief description for some of the frequently used data types:

**Text Data** is a type of data that can store all valid printable characters. Names, addresses and comments are all text data. The default size of text data type is 50. When you create a table, the size of your largest entry is set as the field width. SOaccess allocates the same space for all values in that field, irrespective of the size of the data entered. For example, if you specify 100 characters for the Book Title field, 100 bytes will be allocated for the value. Thus, if the Book Title is only, 25 characters long, 75 bytes will be left unoccupied.

**Memo data** type holds a variable amount of data, from 0 to 64,000 characters for each record. Therefore, if one value uses 100 characters, another may require only 10. Space equal to the actual size of the data value is allocated. If you need to create a text field in which the size of the values can vary widely, you should use a memo data type.

**Number data** type enables you to enter numeric data. Numeric data can be used for calculations. If you do not need to perform any calculations with the data, use the text data type.

**Currency data** type enables you to enter monetary data, such as the price of a book. You can specify various currency and display formats.

**Date/Time data** type can store date and time values. You can display the date and time in various formats.

**Yes/No** data type is also known as logical type, stores data that can have two values. For example, if you want to store a value that will indicate whether a book has been issued or not.

**Auto Number** data type generates numeric value by automatic and the value will be increment or random.

### 3.9. Modifying the Table Design

Sometimes changes are necessary to the table design because of change in the application's specifications or table structure does not generate the required output. Therefore, you may want to add a new field, remove a field, rename a field or change the data type.

**Inserting New Fields:** The steps to insert a new field are, in table tab click the design button, click the Add Field button to insert more fields. A new field is added to the table design. You can now enter the field name, data type and description. If you have a query that uses these tables, you need to add the field to those objects as well.

**Renaming Fields:** You can change a field name by typing in the field name text box. However, you must remember that you must also change the field name in all the reports, forms and queries that you have created.

**Deleting Fields:** You can delete a field by first selecting a field and then click on the Remove Field button. Whenever you delete a field, you will receive a warning from SOaccess stating that you will lose all data stored in that field.

**Note:-** Whenever you delete a field, remember to remove references to that field in query and other database objects.

**Changing a Field Size:** Fields need to be resized to hold more data or to save on database size if the width is more than required. However, you can resize only the text and numeric fields because all the other data types have predefined sizes.

**To increase the field size:** Increase the Field Size property for text fields by specifying it in the size text box.

**Warning:** You may lose data if you reduce the field size or the number of decimal places. You should always make sure that the existing data would fit into the new size.

**Changing a field's Data Type:** You need to be very careful while changing the data type of a field if you want to preserve the existing data. You need to understand four basic conversion types as you change from one data type to another.

**Conversion to Text:** You can convert any other data type to text. However, If you convert numeric data type to text, you will not be able to perform any mathematical calculations with the data.

**Conversion from Text:** Only data stored as numeric characters (0,1,2,3,4,5,6,7,8,9) or as periods, commas and currency signs can be converted to Number or Currency data types from Text type.

**Note:-** You also need to make sure that the maximum length of the text string is not larger than the field size for the number or currency field that you have converted.

Text data being converted to Date/Time type needs to be in a correct date or time format. Check all the date strings for valid dates before converting.

Conversion to Yes/No data type is also possible if all values are Yes/No, On/Off or True/False.

**From Currency to Number:** You can convert data from Currency to Number data type, as long as the receiving field can handle the size and the number of decimal places. The Double field size can store all currency values since it holds 8 bytes and 15 decimal places.

**Converting Text to Memo:** Data can easily be converted from the Text type to Memo type, because Memo can store 64,000 Characters.

**Note:-** If you convert Memo to Text data type, you will lose all the values (more than 255 characters).

### 3.10. Editing and Deleting Records

Often we need to replace existing data with new data or delete a record altogether. To add a new value, type in the value into the field directly. To replace the existing value with a new value, press CTRL+Enter or double click any field and start entering value.

**Note:-** SOaccess does not allow you to edit certain data types, such as Auto Number Fields, Calculated fields, and Fields being edited by another user in a shared database.

You can delete a field or record by selecting it, and pressing the Delete key in your Keyboard or by clicking the Delete Button. You can select multiple records to delete by selecting the first record and clicking on the last record while holding down the Shift key.

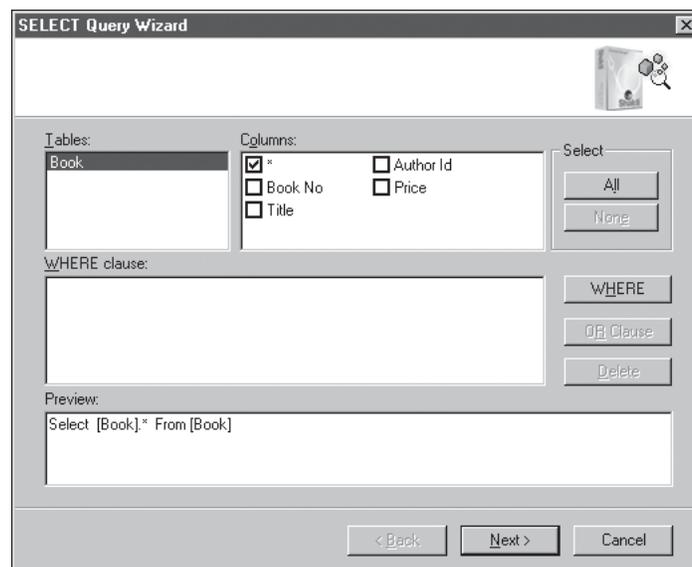
**Delete a Table:** Select the table that has to be deleted and then click the Delete Button in the Table tab, a context sensitive menu pops up, click YES button to delete table.

### 3.11. Create queries using wizards

The process of accessing the database and retrieving data selectively is known as querying. The data thus retrieved can then be formatted according to the user requirements. The primary purpose of any DBMS is to provide accurate information in a custom format. The efficiency of a database is determined by the speed with which it retrieves data and presents it in a user-defined format.

In SOaccess, you can query the database to retrieve selective records from one table or join one or more tables to view a multiple table query. The query can then be viewed in the result of the default data sheet format as a report. A query is a database object like tables and forms. The query stores instructions for extracting the data, such as the selection criteria for retrieving records, and not the data itself. Data is extracted from the tables when the query is executed.

First, click on the Queries tabs in the Database window, and then click Wizard button, SOaccess displays a dialog box as shown below

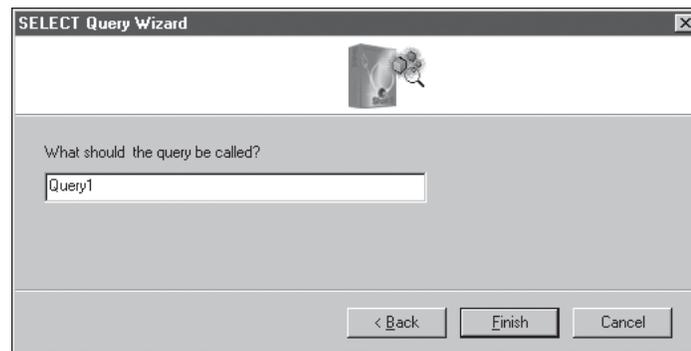
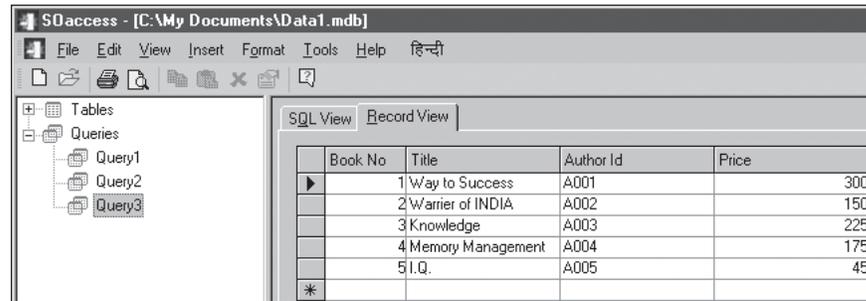


Here, click on the table name Book and click Execute button. This will retrieve all the records from the table book.

**Tip:** If you want to add all the fields in a table to the query, click on the \* symbol in the tables view.

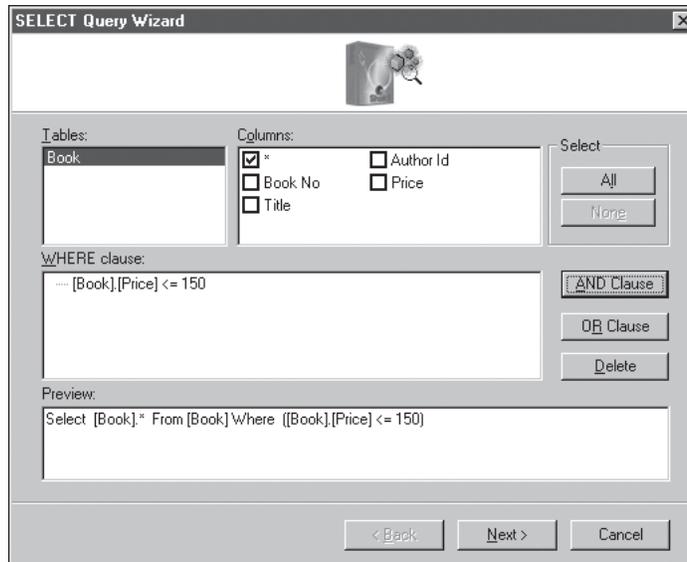
## Shakti Office

Finally, you need to save the query by selecting the save button in the query wizard. Here, enter the name for query and click OK button.

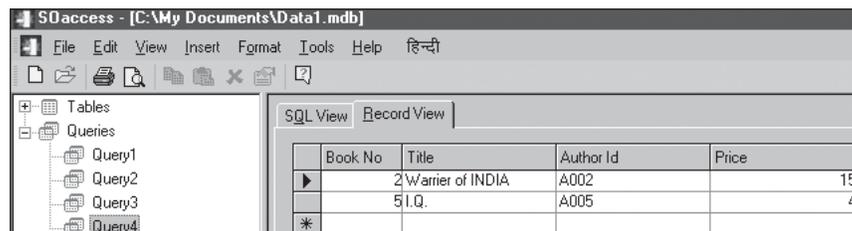


### 3.12. Advanced Query using wizard

SOaccess provides you some interesting features to extract data. For example, in table book, fetch the records that are priced either less than 150 or equal to 150 and display the Book No, Title of the book and the Price. To do this, in Database Wizard select the Wizard button, select the table name as book, check the Book No, Title and Price. Now in the Condition group, select the Field name as Price, then select  $\leq$  as the operator, and the value as 150. This will show the query as **Select [BookNo], [Title], [Price] from [Book] Where Price $\leq$  150**



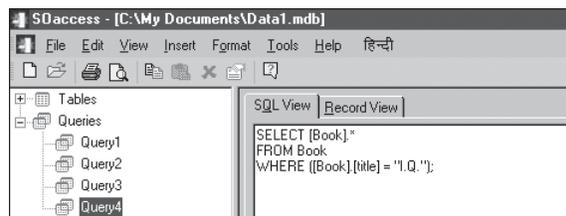
Click the “Execute” button to retrieve the records.

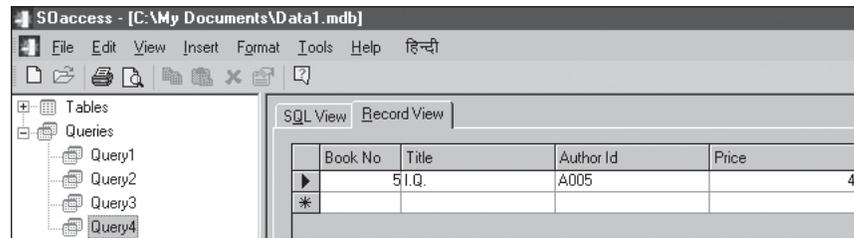


### 3.13. Structured Query Language

Structured Query Language (SQL) is a database query language. You can also pronounce SQL as sequel. SQL is a standard language for working with databases. Suppose we want to get the details of the book titled I.Q., just type the SQL query as

**SELECT \* from BOOK Where Title = “I.Q.”**





In this query,

**SELECT \* from BOOK Where Title = “I.Q.”**

The first part of the SELECT statement specifies the columns to be retrieved. In this example, ( \*) all the fields are retrieved i.e. Book No, Title, Author ID and Price columns are displayed. The second part of the SELECT statement names the table(s) from which the query results are pulled. Here, the query is executed against the table named book.

Finally, the Where clause of the SELECT statement specifies the criteria to use when retrieving the records. In this example, the selection criteria specifies that only record where the value of the title column is equal to “I.Q.” should be retrieved.

**Note:-** SQL can also be used to specify multiple table joins on the basis of foreign keys, record selection criteria and data groupings.

### 3.14. Use SOaccess to create Reports

In SOaccess, Print preview is a flexible way of viewing and printing summary information. It enables you to display information to the required level of detail. To view the Print preview, select “File” menu, “Print preview”.

### 3.15. Identify the need for Primary Key and Foreign key

Relational Database Management Systems uses associative addressing, i.e. it identifies and locates rows by values. The physical address is transparent to the user. Therefore, relational systems require keys that can uniquely identify the rows of a table.

Any attribute or set of attributes that uniquely identifies a row in a table can be a candidate for the **Primary Key**. Such an attribute is called a **Candidate Key**. One of the candidate keys is chosen to be the primary key, based on familiarity and

greater usage. Any attribute that is a candidate for the primary key, but is not the primary key, is called **Alternate Key**.

It is important that you understand that the primary key is the only sure way to identify the rows of a table. Hence, the alternate key may have NULL values. NULL Values, it would become difficult to identify uniquely the rows containing NULL values.

**Foreign key** is an attribute existing in a table and the same attribute is primary key in another table. Foreign key always represents relationship.

**Table:** STUDENT

<b>STUDENT_NO</b>	<b>SECTION</b>	<b>TEACHER</b>
100001	III	6001_a
100002	IV	6002_b
100003	II	6003_c

In the above figure, STUDENT\_NO, SECTION, are both individually unique. Therefore, they are both candidate keys. If STUDENT\_NO is chosen to be the primary key, then SECTION is the alternate key.

SOmail<sup>∞</sup>



# SOMail

## 4.1. What is Internet?

Internet is the network of networks for communicating with one another over fiber optic cables, telephone lines, satellite links and other media. Internet is an information superhighway freely available to everyone desirous of using it, and has seemingly compressed the world into a cyber colony. It is also a coordinated union of networks available over the entire world.

Internet has had a major impact on the Information Technology industry. Computer users around the world, who are on the internet, can contact one another just like telephone subscribers do and share information.

Internet Society (ISOC) coordinates the activities of several agencies to bring order and give direction, formal rules. "Internet" refers to the global information system that is logically linked together by a globally unique address space, based on the Internet Protocol (IP) or its subsequent extensions. It supports communications using the Transmission Control Protocol/Internet Protocol (TCP/IP) suite or its subsequent extensions and other IP-compatible protocols. It provides users accessible either publicly or privately.

### **Here are some of the ways the Internet can be useful to you:-**

- Exchange E-mail with any of the tens of millions of people with E-mail addresses. There are estimates that about 40 million people are on the Internet.
- Search for, retrieve, and read literally millions of files stored on computers throughout the world.
- Search for and bring to your computer shareware, freeware, and commercial software.
- Search databases of governments, individuals and organizations for files on tens of thousands of topics.
- Join specific topic-oriented discussion groups (known as Newsgroups, about 15,000 to 20,000 of them are there).

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- Send and receive program data files such as desktop publishing files, Spreadsheets, CAD files or word processor files, which you or the receiver can immediately start to work on.
- Send or receive sound, animation and picture files from very distant places
- Set up temporary or permanent discussion or work-oriented groups
- Browse through resources of private or public information services that are on the Internet.
- Communicate in real time, with others connected to the Internet.
- Set up a site with information about your company's products and services.
- Browse and search "catalogs" of goods and services, and purchase items on line.
- Conduct test marketing.
- Distribute/read electronic publications.
- Sell products and services.

### 4.2. Different modes of internet access

Internet service providers offer different kinds of services and connections. The type of connection chosen by the user depends on the purpose for which they intend to use it.

**Dedicated Access:** A dedicated connection allows the user's computer to remain connected to the internet 24 hours a day.

**ISDN:** Integrated Services Digital Network (ISDN) is a high speed fully digital telephone service that works over existing copper telephone wiring. It operates up to 128 kilobits/second, which is five or more times faster than the analog modems. ISDN can dramatically speed up transfer of information over the internet connection, especially rich media like graphics, audio or video applications.

**DSL:** Digital Subscriber Line (DSL) is a broadband communication technology for use on regular phone lines and is capable of moving data over the phone lines up to 140 times speedier than the fastest analog modems available today.

**Dial up Access:** User can have two kinds of accounts – SLIP (Serial Line Internet Protocol) account and PPP (Point-to-Point) accounts.

**Shell Accounts:** User can access the internet for a fixed number of hours and they have to pay a monthly or annual tariff for the services rendered. These users can only view text and not graphics.

**DNS:** Domain Naming System (DNS), IP addressing system uses country codes comprising of two letters. Examples of country codes are .in for INDIA, .ca for CANADA, etc...

**TCP/IP:** A user needing access to the internet through a service provider using dial-up access, calls up internet service provider(ISP) on telecommunication channel, and then the ISP connects user's machine to the internet after assigning a unique IP address.

This popular method of accessing the internet using dial-up access:

**TCP:** breaks up the data to be sent into little packets. It guarantees that any data sent to the destination computer reaches intact. It makes the process appear as if one computer is directly connected to the other on a dedicated circuit.

**IP:** is a set of conventions used to pass packets from one host to another. It is responsible for routing the packets to a desired destination IP address. Packets are passed using three kinds of mechanics, i.e. bridges, routers and gateways.

**PSTN:** Modem does the job of converting the computer's signals to analog signal for transmitting over PSTN and vice-versa for receiving the signals using PSTN at speed up to 33.3 kilobits/second.

### 4.3. Minimum requirements for internet connection

The following is the minimum software/hardware that needs to be installed on a user's machine for connecting it to the internet.

#### Software

- Dialer Software
- TCP/IP Protocol
- Browser – Web Browser, Internet Explorer, Netscape Navigator

## Hardware

- A PC-AT 486 or higher with SVGA capabilities
- Large hard disk space for downloading files
- A Modem that handles faster transfer rate
- Sound card, Speaker, Microphone for better experience
- Telephone line for dial-up access

### 4.4. Create a new E-mail ID

Electronic communication is fundamentally different from paper-based communication because of its speed and broadcasting ability. E-mail enables you to communicate quickly and easily with friends and colleagues at another location, and around the world. The use of SOrail is rapidly increasing, changing the way of teaching, learning, research, health care, business, and administration.

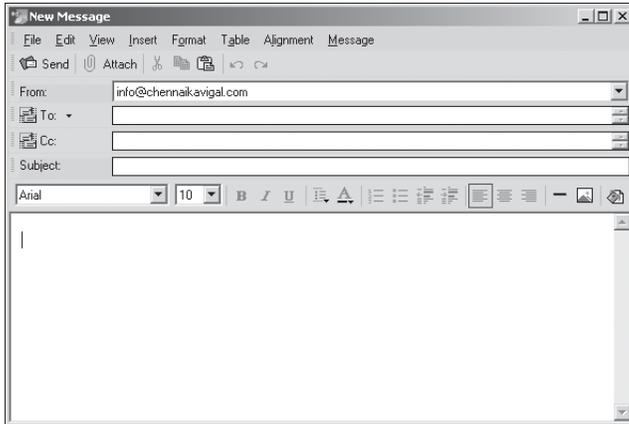
E-mail is the most widely used application of computer internetworking, today. The speed with which it reaches its destination, and its low cost allows people to exchange information on day to day happenings in their businesses, professions, and private's life. As E-mail becomes a part of routine, It becomes pivotal to understand how it works and what may be expected of it.

The first step is to enter the web site address, for instance as [www.yahoo.com](http://www.yahoo.com) to get into the site which offers free email id and create an account for yourself.

### 4.5. Configuring user account in SOrail

Select "Tools" menu, "Accounts", "Add" and enter the required information, for example, name, email id, SMTP ([smtp.mail.yahoo.com](mailto:smtp.mail.yahoo.com)), Pop Host ([pop.mail.yahoo.com](mailto:pop.mail.yahoo.com)).

## 4.6. Send a mail with attachment



Now you are ready to compose a new email to anyone in the world. On the “File” menu, click “New”, “New message” to enter recipient name[s] in the To, Cc, and Bcc boxes, and type the subject, and start typing the message. Then click on the attachment icon to add files, and select the file as attachment and then click OK and click “Send”.

**Note:-** You can send a message to recipients by separating their e-mail names with comma(,) in the To, Cc, and Bcc boxes.

**To:** Message is sent directly to the recipient.

**Cc:** Carbon Copy. A copy of the message is sent to the recipient, and the recipient’s name is visible to other recipients of the message.

**Bcc:** Blind Carbon Copy. A copy of the message is sent to the recipient, and the recipient’s name is not visible to other recipients of the message.

**Do you want to reply for an e-mail:** Open the message you want to reply to and click “Reply” button.

## 4.7. Preference settings in SOmail

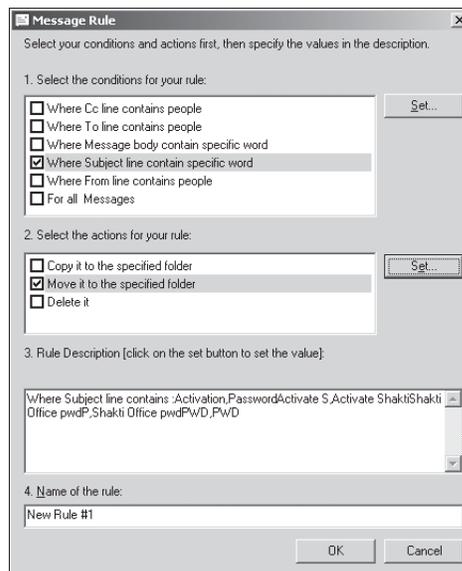
Some preliminary settings can be done here for easy mailing by selecting “Option” menu, “Preferences”, and select

- Save Email address, saves the address or ID of every mail that has been sent.
- Delete from server, deletes the mail in server after downloading it in your system
- Copy of sent mail, retains a copy of every mail that goes out from SOmail

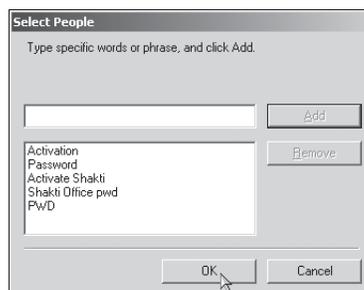
- Encrypt/Decrypt, helps secured mail transfer from SOfmail and only the authorized person can access that particular mail.

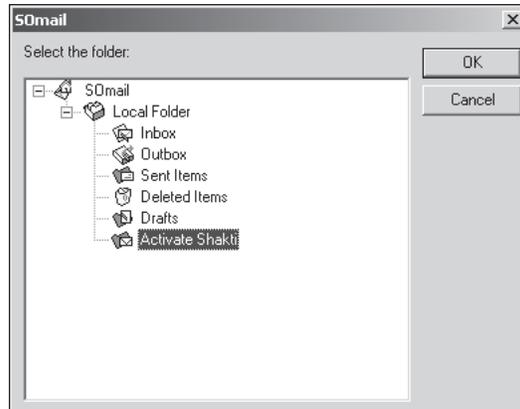
## 4.8. Customizing Message Rules

Here we can define certain set of instructions for arranging the mail in their respected accounts.



For example, if there is any mail from info@chennaikavigal.com with the subject specified as Activation, Password, etc... SOfmail will direct them to Activate Shakti folder.





#### **4.9. How to delete junk or unwanted e-mails**

Click Inbox, select the messages you want to delete and press “Delete” in your keyboard.

#### **4.10. Save E-mail as HTML file**

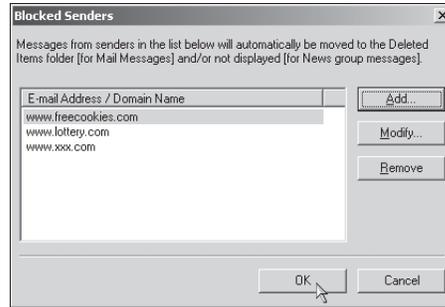
Open the email message and select “File” menu, “Save As”, then select the HTML format and enter the file name and click OK.

#### **4.11. About importing information into SOmail**

You may want to bring in existing information from another external data file (\*.dbx), for that import the information stored out in \*.dbx file and we can add/modify information to those files using SOmail.

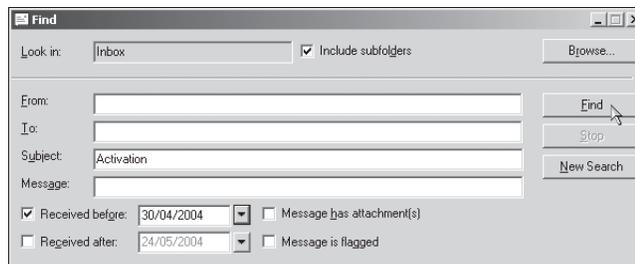
#### **4.12. Block mail**

We can restrict unknown/junk/unwanted emails coming from any address by specifying the address in the Block sender’s list. To do this, Select “Tools” Menu, ”Message Rule”, “Block sender’s list”, and click “add” button to add the sender’s email address.



#### 4.13. Find email based on ID, subject, message

SOMail provides various methods of searching information in your mail. Select “Edit” menu, “Find”, enter the subject i.e. Activation and press “Find” button to list all occurrences.



#### 4.14. How to use address book

The Address Book provides a convenient place to store contact information for easy retrieval of email id’s based on the email name. To add new addresses click on “Tools” menu, and select “Address Book” and add few contact address with name, email id, phone number, designation, company, etc... in various tabs like home, business, personal. Later these address entries can be used to fill the appropriate address while creating or composing the mail to either a single or to a group of persons.

#### 4.15. How to send/receive emails

Select “Tool” menu, click “Send/Receive”, or press Ctrl+ M, this will prompt the user to enter the password for that email account. The account will starts receiving mails to that configuration and sends the pending mails from the outbox.

SOshow<sup>∞</sup>



# SOshow

## 5.1. Introduction to SOshow

SOshow is an application used to present computer-based presentations. Presentations help to self-run or display diverse information in a clear and concise manner. There are various circumstances in which a presentation is made: teaching a class, introducing a product, explaining an organisational structure, etc. When performing a presentation, there are different kinds of presentation like before an audience, handouts in printed format or email to specific audience. The preparation for each and the actual delivery of the same are quite different.

User-friendly presentation will meet today's competitive business environment. Using this application we can create presentation that has text, image, audio, and video. Presentations can have speeches, sales pitches and information about meetings. Before getting into the details of each, here is a look at the software and what it has to offer.

SOshow uses slides that are already laid out for us with placeholders where the user can insert various objects while creating the presentation. Each placeholder has text in it and the type of object it is designed to contain. You can alter the placeholders on any of the Slide to your requirement.

Slide Layout can be determined before creating the first slide in your presentation, and with the facility to alter them. Designing the basic Slide Layout is very simple and applying various kinds of formatting to text with paragraphs, bulleted list of key points, coloured text, adjusting line spacing, images, and drawings. Detailed statistics in the form of graphical objects can also be formatted using this application.

Once the slide creation is completed you we can view the presentation, that is the Slide Show. Animation, transition to slides and printing the slides for handouts (used to distribute across audience during show) are some of the features available in this presentation software.

## 5.2. Advantages of using SOshow

**SOshow has many tools in common with SOwrite:** If you are familiar with the word processing program SOwrite, you have a head start in learning

SOshow. Many of the toolbar icons in SOwrite are present in SOshow and execute the same functions.

**Quick and easy to create:** If you have never used SOshow before, you may be surprised at how easy it is to create a presentation having content in both English and Indian Language.

**Requires little effort to update information:** Since the slides are computer-generated (as opposed to 35mm slides), you can also modify that any time.

**Easy to transport:** Depending on the file size of your SOshow presentation, you can carry them in either a floppy disk or even email them it to another person/location.

**Create instant handouts:** Using printing options, you can give the audience copies of your presentation slides on paper

### 5.3. General steps for creating a good presentation

- It is important to consider how your content will adapt to a series of slides.
- Filling a slide with too much text can easily make it look cluttered and difficult to read.
- Try to think of your slides in terms of outline points and detail them if necessary to your audience either verbally or on another slide.
- To sustain interest and reinforce the message in your presentation you should incorporate elements from other media such as; clip art, animation and sounds.
- Streamline the slides so that the audience requires minimum effort to read and understand the presentation.
  - *Create new slides and enter text.*
  - *Apply any one of the Design templates to the slide.*
  - *Format each of the slides individually, if necessary.*
  - *Add image, audio and video, statistical information to the presentation.*

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- *Apply slide transition, animation effects and use hyperlink.*
- *Rehearse and adjust slide timings for slide show.*
- *In many cases, a successful presentation will follow the standard structure.*
- *It will have a beginning slide, in which the title, expected outcomes are introduced.*
- *Then it will have content or data slides in which topics are expanded upon and supported by details.*
- *Finally, it will have an end slide or summary slide in which connections are made between the topics and conclusions are drawn to confirm various convincing arguments. The presentation may end with thanks and a closing salutation.*

### 5.4. Starting SOshow

Click on the “**Start**” button, select “**Programs**” option, click option “**Shakti Office Hindi**” and then the “**SOshow**” icon.

A presentation consists of a collection of slides. The primary unit for storing objects is the **Slide**. Each slide contains one or more objects, such as title text, subtitle text, drawings, images, etc... Each object in a Slide can have associated formatting, such as font style, size, color, highlight colour and animation effects.

To give presentations a consistent appearance, this presentation software uses **AutoLayouts**. After selecting the presentation type, you can apply layout for them. These layouts include different types of bulleted lists, text and images.

These AutoLayouts insert specific content at predefined placeholders on a slide (e.g. title, subtitle) and they are part of the presentation software user interface. However you can modify either the content created in it or the entire layout itself for any slide.

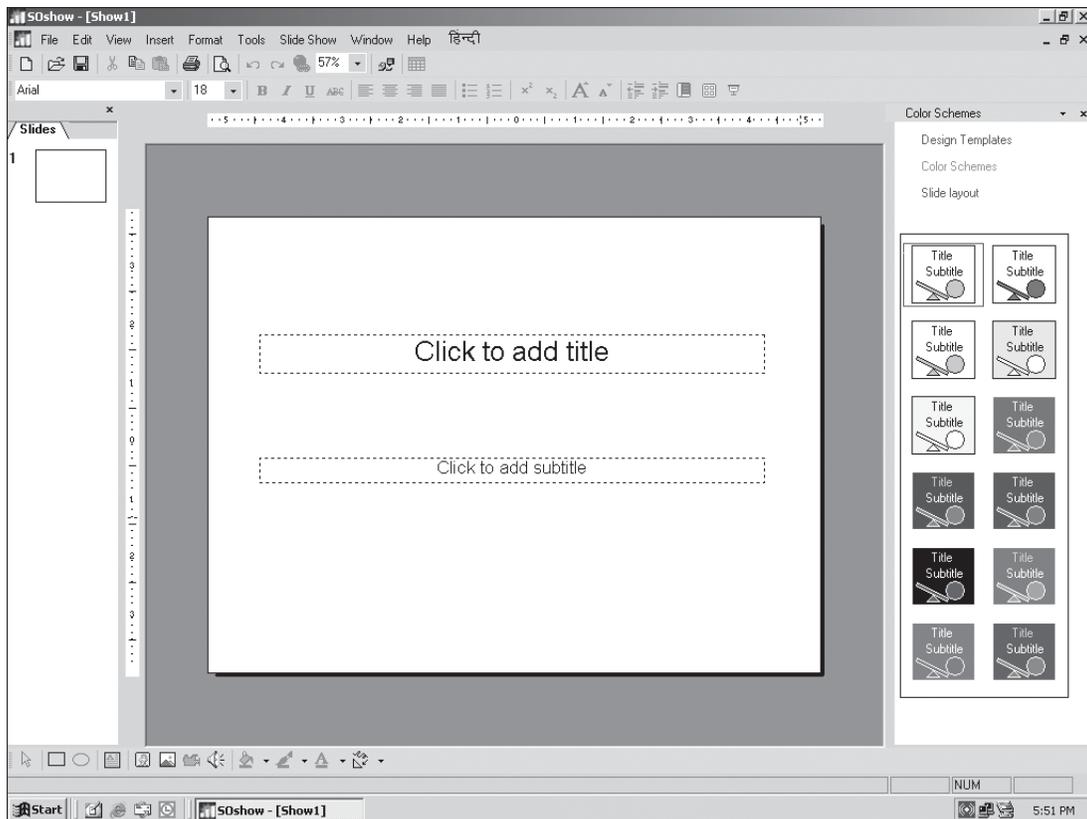
#### **Note:-**

**Presentation files** *Save the file in a format called (**\*.ppf**), open and edit these files in SOshow.*

**Content templates** Presentation template (**\*.pof**)

## 5.5. SOshow user interface

Presentation application user interface or work area has much in common with our other Shakti Office Suite applications, such as SOwrite, SOcalc, etc... The basic menus, standard toolbar, formatting toolbar are more or less similar.



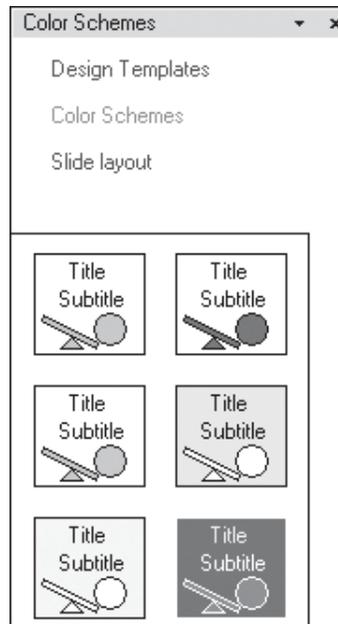
**Tip:** To change the position of a toolbar, click on the vertical bar at the left side of the toolbar and drag it to a new location.

**Drawing Toolbar:** The buttons in this toolbar are used to draw lines, shapes and to change the properties of those objects.



**Status bar:** It displays the state of the NumLock, CapsLock and ScrollLock keys.

**Task Pane:** Click “**View**” menu and select “**Task Pane**”. It lists all possible commands that are relevant to whatever we’re doing in Presentation. You can easily hide Task Pane by clicking the close button in the upper-right corner of the task pane to have more room to view presentation.

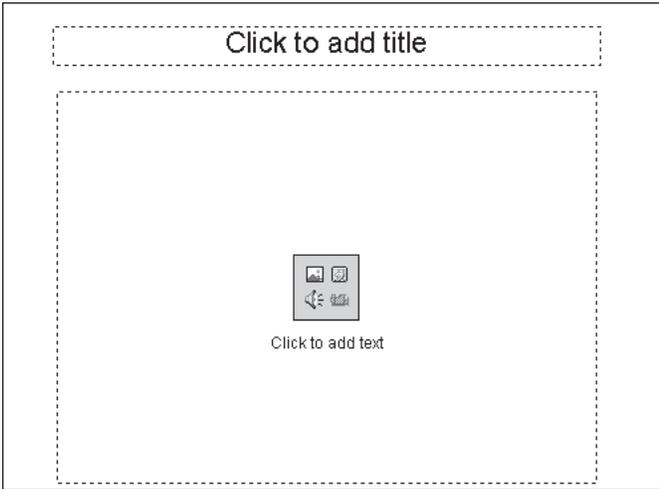


**Slides:** Slides are individual “pages” of a presentation. Slides can have titles, subtitles, text, drawing objects, clipart, audio and video files created using other multimedia applications too.



<h1>CK Technologies</h1> <h2>Shakti Office</h2>	
Drawing Objects:	
ClipArts:	
Video & Audio Files:	

**Placeholders:** Placeholders are plain text or graphics boxes provided as prompts and each prompt indicates what type of text or graphic it can allow inserting in it. The type of Slide Layout that you selected will also determine the type of placeholders in your presentation.



**Slide View:** Slide view displays the content or information in a sequence and that can be controlled manually or automatically. Most of the editing

and formatting is done with this in mind as the impact of all formatting and text adjustments are viewed immediately. Displays one slide at a time, as they will appear during the slide show (function key F5) or printed in handout.

**Tip:** *When you insert a new slide (Ctrl + M) in Slide View, it is always inserted after the current slide.*

**Slide Sorter View:** It displays every Slide within a presentation in miniature view i.e. thumbnail preview. This allows you to view and follow the entire presentation and make changes to either all slides or selected slides.

**Tip:** *Press and hold the “Ctrl” key while clicking slides to select more than one slide at a time in Slide Sorter View.*

**Transition:** Special effects can be added to either a slide or for all slides during a slide show. For example, you can fade in from black, or dissolve from one slide to another.

**Object:** Any element that appears on a slide, such as text, drawings, clipart, charts, sounds, and video clips. You can refer them as a text object, a drawing object, a clipart object.

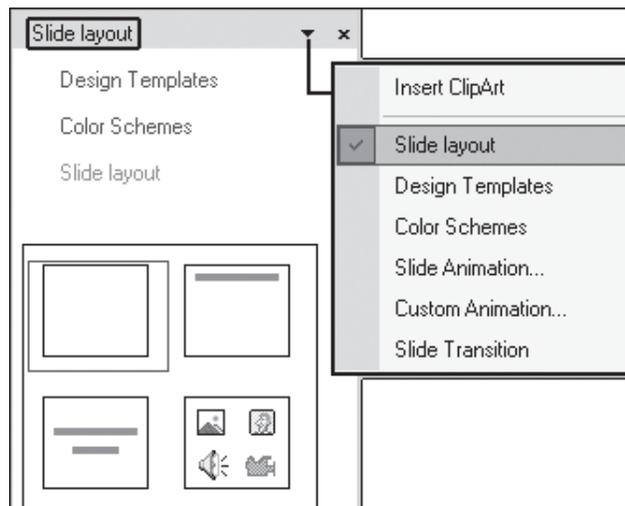
**Presentation File:** You can save the presentation in to hard disk, which includes slides, images, audio & video etc...

## 5.6. Creating a Blank Presentation

Blank presentation allows you to build or add your own content like placeholder, background colour, background image, and design choices in a slide. To create a new Blank Presentation click on the “File” menu, select “New” presentation or press (Ctrl+N).

**Tip:** *Click on the Format menu, Slide Layout and select the Blank Slide.*

Selecting the option “Slide Layout” in the **Task Pane** will display thumbnail slide preview. Then click on Blank slide thumbnail to start designing. This will be the first slide and you can have it as your title slide.



Click on the placeholder **“Click to add title”**, a thick gray border appears around the text box indicating that it is selected. Experiment your title slide by entering text, changing colour of the text, changing the font size etc. After entering the title, click on the subtitle text box and add text to that.

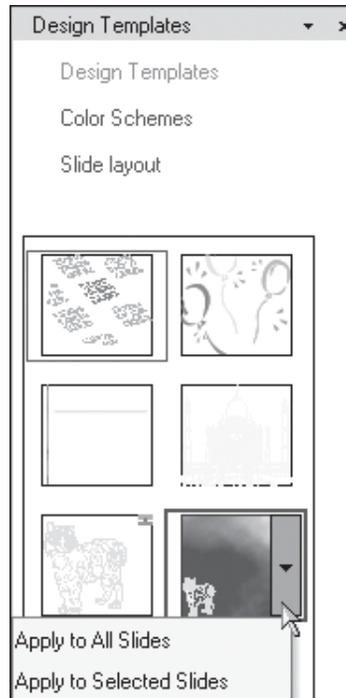
## 5.7. Creating Presentation from a Template

Templates are pre-designed presentations that contain a wide variety of stylish designs such as backgrounds, fonts, colors, objects, etc. Using these templates in your presentation helps you to focus on preparing content instead of its design. You can change the design template for individual slide or to all slides in that presentation.

SOshow comes equipped with a number of designs or background templates. When you select the design you will find that this presents the user with more than just a background. In fact, the design will control many different features of the slides. This includes the background image, text size, text location, text color, and more.

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Click **“Design Template”** in the Task Pane, then right click over any one of the thumbnail previews of design template and click either **“Apply to selected slide”** or **“Apply to all slides”**.



### 5.8. Editing text in Presentation

Now, you have a presentation with one slide. See if you can add/edit text..Select the placeholder which displays **“Click to add title”** using the mouse or by pressing (function key F2) to select the placeholder and enter text inside.



Format the selected text inside the placeholder by applying desired Font Style, Size, and Color using the respective box located in the formatting toolbar. By pressing “Esc” key and using “Tab” key you can move around placeholders (notice a thick gray border appears around the text box indicating which placeholder is selected).



To move text and objects in a presentation, first click on the text object so that a gray border appears around the text object. Then put the cursor on the box itself and click once and while holding the mouse button down, move the text object. Alternately we can use the arrow keys to move the selected text objects. Try moving the text to different areas on the screen.

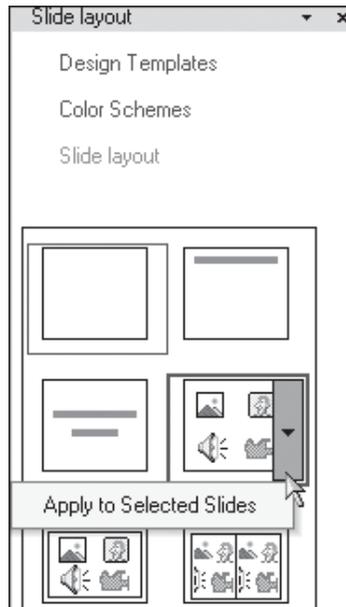
### 5.9. Insert a New Slide

New slides will not be created automatically in Slide View. Click Insert menu, New Slide. A new slide is inserted immediately after the working or selected slide. Your presentation application uses the previous layout of the slide for the new slide, but we can select any of the design from the Slide Layout for that particular slide if required.

*Tip: To delete a slide in Slide View, click “Edit” menu and select “Delete Slide”.*

### 5.10. Changing Slide Layouts

To change the layout for a slide, click “Format” menu and select “Slide Layout”. Pick any one among the thumbnail images and apply or click “Slide Layout” in the Task Pane, then right click over any one of the thumbnail image and “Apply to selected slide”.



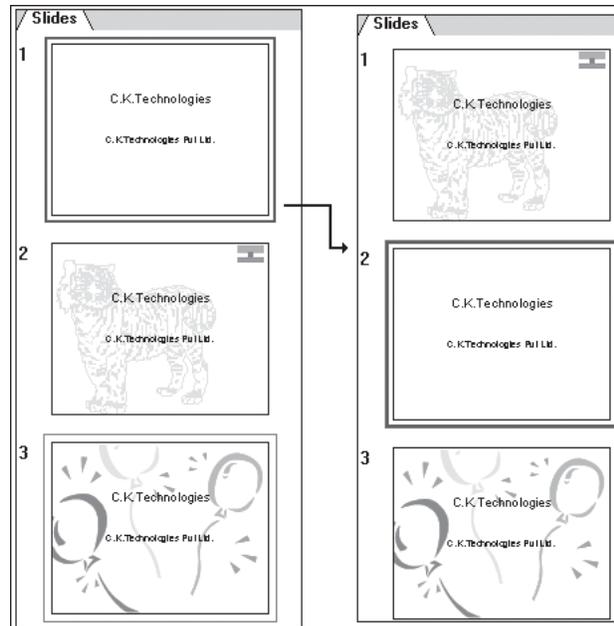
**Note:-** Bulleted lists allows the user to clearly display the main points of your presentation on slides. The text boxes on design templates already include bulleted lists. Click inside the placeholder to add text and press the “Enter” key to return to the next line and then add a new bulleted item.

**Tip:-** Slide Layout Symbols

Placeholder	Description
Title	Inserts a title or heading
Bulleted List	Inserts a bulleted list of related points
Clip Art	Inserts a picture, such as clip art or a graphic file
Media Clip	Inserts music, sound, or a clip

## 5.11. Reordering Slides

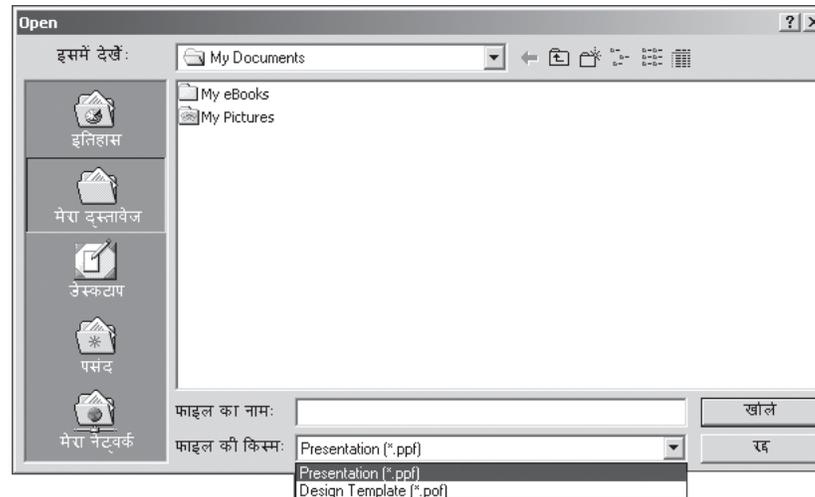
To reorder a slide in Slide Sorter View, simply click on the slide you wish to move and drag it to the new location i.e. to change the sequence of slide during Slide Show.



## 5.12. Opening a Presentation

Opening a presentation is similar to opening any other file i.e. press “Ctrl + O” and select the (\*.ppf) file. In File menu, recent files are listed in the bottom of the menu..The last four files are listed by default. If you want to open any one of these files ensure that they are not moved or deleted from the specified location before clicking on them.

**Tip:** History folder stores shortcuts to all recently opened files.



### 5.13. Saving Presentation

While working on a presentation, a good idea is to save our work often; in order to prevent losing the existing data. Click **“File”** menu, select **“Save As”**. The Save As dialog box will appear. In the File name box, type a name (\*.ppf) for your presentation and click **“Save”** to save your presentation.

*Tip:* Click **“Save”** icon in the Standard toolbar.

### 5.14. Slide Show

Click **“View”** menu, **“View Show”** to view from first slide or click Slide Show button in Standard Toolbar. Using **“right arrow”** key you can move to the next slide; similarly **“left arrow”** key for the previous slide.

While running the presentation first **“Enter the slide number”** using keyboard and press **“Enter”** in the keyboard to display the specified slide (e.g. press **“7”** and **“Enter”**, ensure that you have more number of slides in your presentation). Slide Show will display slides in an on-screen presentation along with any animation and/or slide transitions that you may have added to your presentation.

**Tip:** The keyboard shortcut for launching **View Show** (function key F5).

If timings have been set between slides, you need not press buttons or click the mouse to proceed through the slide show; advancement occurs as specified.

## 5.15. Resizing Text Box

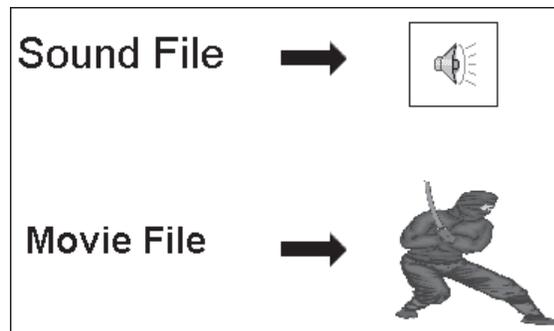
Select any text box by clicking on it, a gray border with nine handle boxes will appear around the text box. The four handles on the corners will resize the length and the width of the box at once while the handles on the sides will resize only in one direction. Try and click one of the handles and drag it with the mouse. Release the mouse button when it is the size you want it to be.



**Tip:** To delete a text box from a template, simply click the border of the text box and press the Delete key on the keyboard.

## 5.16. Audio and Video

To add sound in our presentation click **“Insert”** menu, **“Sound from file”** and select a sound file and click OK. Similarly we can add Video by selecting **“Insert”** menu, **“Movie from file”** and select a video file.



**Tip:** Audio and Video files inserted in any presentation will be run through during the Slide Show (function key F5) only, but not in the Slide design view.

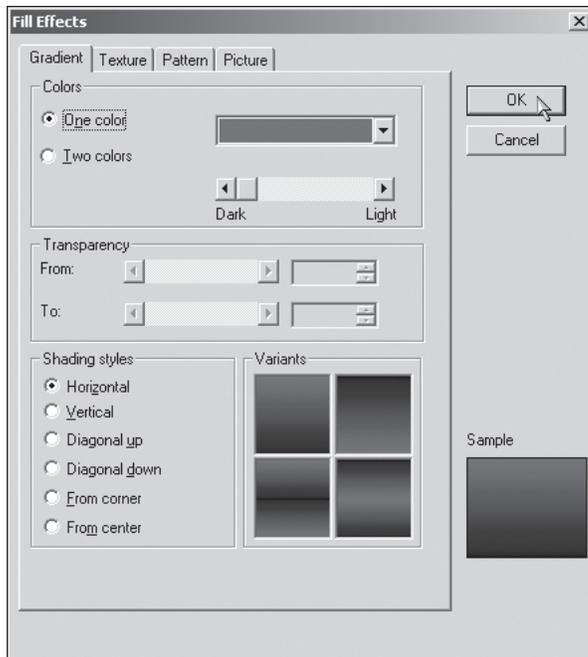
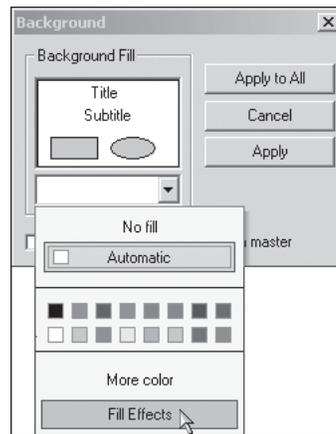
## 5.17. Background Properties

Changing the colors of pre-designed Slide templates and adding Color Scheme to your presentations are made simpler and let us see now how you can add Color Scheme and Background images to the slides.

## Shakti Office

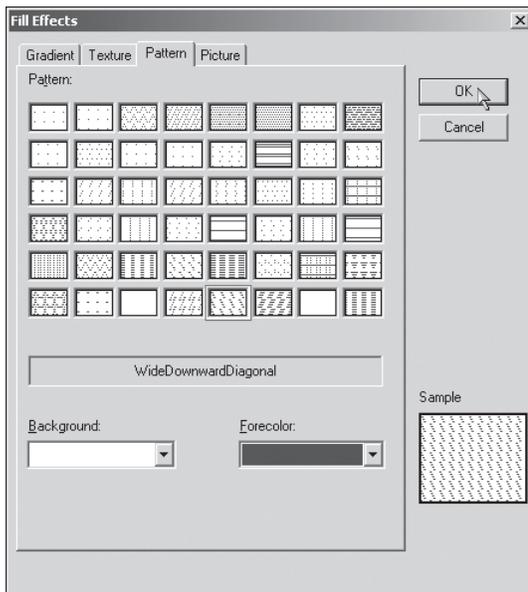
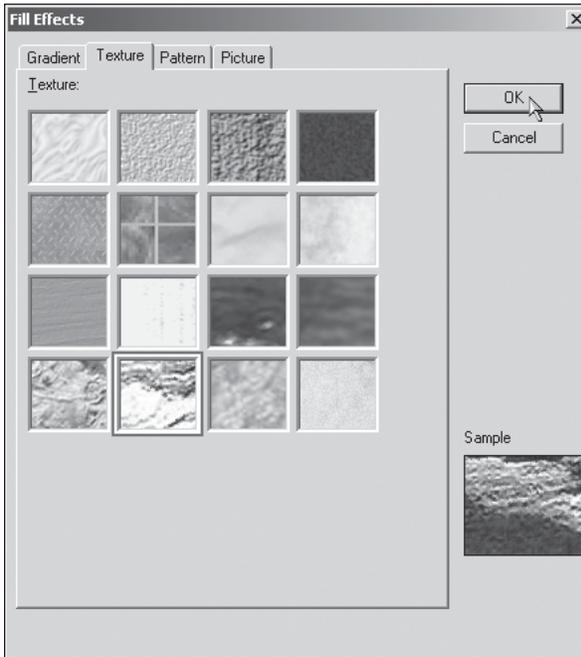
Click on the **“Format”** menu, select **“Background”** and select any one color from the drop-down menu below the Background fill preview or choose **“More Colors”** for a larger selection and then **“Apply to selected slide”** or to **“All slides”** in your presentation.

Select **“Fill Effects”** from the drop-down menu to add gradient colours, texture, pattern, or a picture to the background of any slide.



**Gradient tab:** Select **“One color”** if you want to fade that chosen color into the background from the drop-down menu. Choose **“Two colors”** if you want the gradient to use two colors and select those colors from the drop-down menus. Now select the type of gradient from **“Shading Styles”** and click any one thumbnail preview among the **“Four Variants”**.

**Texture tab:** In the Texture window select a thumbnail image, so that it fills completely in the slide.



**Pattern tab:** Select a two-tone pattern by clicking any one of the pattern swatches and then set “**Foreground and Background colors**” for that pattern.

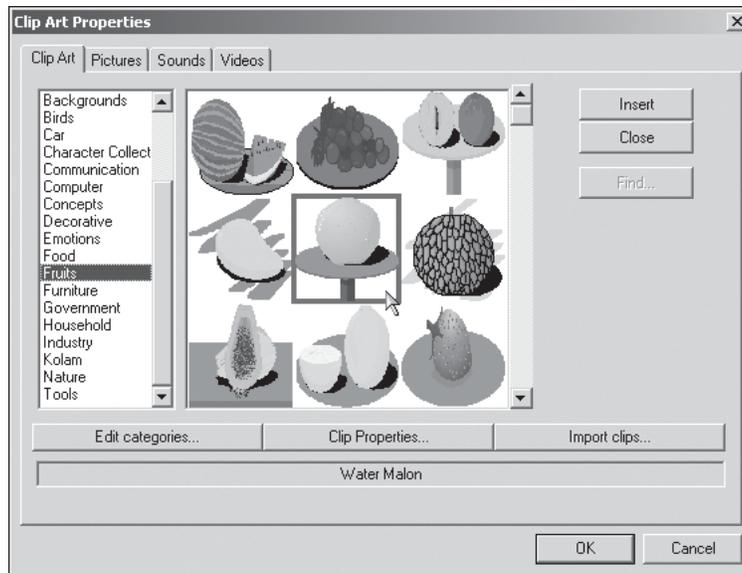
## Shakti Office

**Picture tab:** Click **“Select Picture”** button to choose a picture file. On selecting the picture, check in the preview window and click OK. Click **“Apply to All”** to add the changes to every slide or **“Apply”** to make changes only to the current slide.

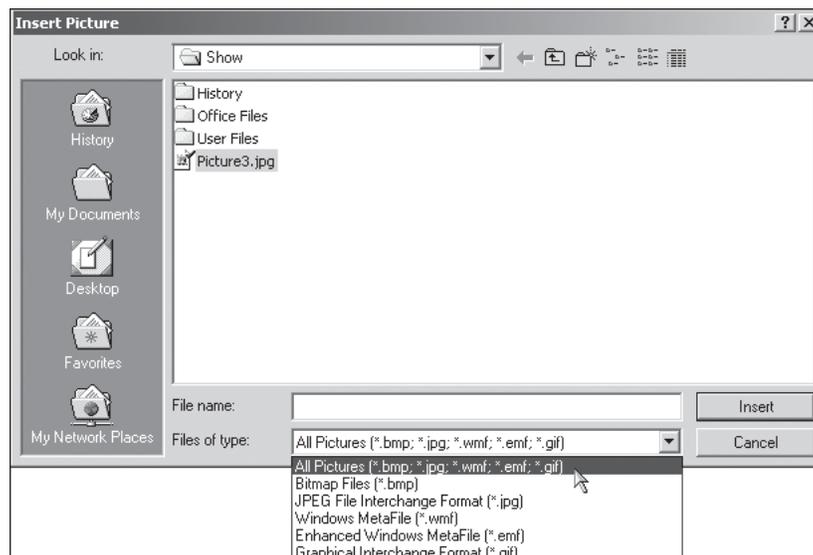


### 5.18. Inserting Images, ClipArt

You can use ClipArt in your presentations in as many ways as we like. Click **“Insert”** menu, select **“Picture”**, **“ClipArt”** and then select any image in the ClipArt. They are organised into thematic categories (e.g. Animals, Birds, Fruits, Furniture, etc.).

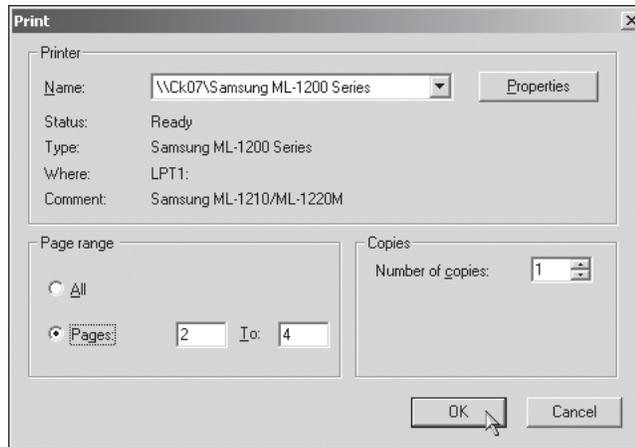


If you have a digital picture on disk and you want that to be inserted in your presentation, select **“Insert”** menu, **“Picture”**, **“From file”** and select the image file (\*.bmp, \*.jpg, \*.wmf, \*.emf, \*.gif). To re-size the picture select any image and click on the “handle/grip” and drag it.



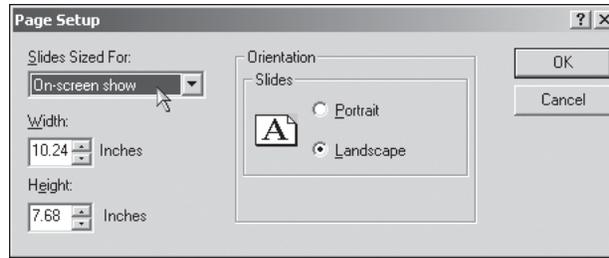
### 5.19. Printing your Presentation

Click **“File”** menu, select **“Print”**, and select **“All”** to print all the slides in the presentation, or enter slide numbers in the **“Pages”** field to print specified slides.



A handout consists of a smaller, printed version of the slides. There can be two, four or six slides per page. Use the **“Print Preview”** option in the **“File”** menu to print handouts.

Select **“File”** menu, **“Page Setup”** and select the option **“On-Screen show”** to prepare the presentation for slide show, i.e. electronic display of the presentation to the audience. Select any one of the formats to print slides from the drop-down menu or enter a specific print size using the Width and Height boxes. Select the page orientation for the slides. e.g. set **“A4 Paper (210 \* 297 mm)”**, **“Landscape”**.



## 5.20. Ruler

Ruler is visible only in Slide design view (i.e. click **“View”** menu, **Ruler**). Rulers are used to control the placement of objects on a slide and they are measured in the unit of inches. When nothing on the slide is selected, the ruler measures full width of the slide from the center outward.

## 5.21. Zoom

The Zoom feature allows you to adjust the on-screen magnification. Click **“View”** menu, select **“Zoom”** and select the value in percentage say for example 75%, 100%, Fit, etc... to display the content, based on your requirement. This is particularly useful when viewing details on a slide.

## 5.22. Drawing Tools

Drawing toolbar provides many commands for creating and editing graphics. It is located at the bottom of the main screen, or enable this by selecting **“View”** menu, **“Toolbars”**, **“Drawing”**. This toolbar contains icons for drawing rectangle, ellipse, basic arrows, flow charts...

**Rectangle Tool:** Click on the Rectangle Tool. Place the cursor where you want the rectangle to begin, click and hold the mouse button in, drag to where you want the rectangle to end, and release. While dragging the mouse button, move the mouse button up or down to make the object taller or shorter; move it to the left or right to make it wider or thinner, or drag it diagonally to make it larger or shorter.

**Ellipse Tool:** Click on the Ellipse Tool. Place the cursor where you want the ellipse to begin. Click and hold the mouse button in, drag to where you want the ellipse to end, and release. While dragging the mouse button, move the mouse button up or down to make the object taller or shorter, move it to the left or right to make it wider or thinner, or drag it diagonally to make it larger or shorter.

**Note:-** If you want to draw a horizontal or vertical line, a square, or a circle, hold down the “**Shift**” key as you move your cursor.

**Text Box:** When you want to add text to your drawing, use the text box. This will create text in the form of a drawing entity and make manipulation of that text as easy as other drawing entities. Click on the text box button and then select the size of your text box. Once you have created the box, you can enter the text.

**Line Color:** To change the color of a line that is already drawn, select the line by clicking the mouse button on it, click on the Line Color tool, and select the color you want.

**Fill Color:** Select the object by clicking on it, click on the Fill Color tool, and select the color you want.

**Basic Shapes:** Click the Basic Shapes button on the AutoShapes toolbar to select from many two and three-dimensional shapes. Use the drag-and-drop method to draw the shape in the slide. When the shape has been made, it can be resized using the open box handles and other adjustments specific to each shape can be modified.

**Block Arrows:** Click Block Arrows and drag-drop any of the arrows in the slide.

**Flow Chart:** Add flow chart elements to the slide and draw lines to connect between the elements.

**Stars:** Click Stars and insert in any one in the slide.

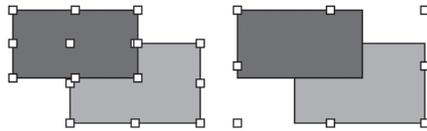
**Moving Objects and Lines:** Select the object by clicking the mouse on it and holding the mouse button in, move the line or object to the desired position and release the mouse button.

**Changing the Shape and Size of an Object:** Select the object by clicking

the mouse button on it. Click the mouse button on one of the corner squares of the “Object Box”. While holding the mouse button, drag the mouse button up or down to make the object taller or shorter; drag it to the left or right to make it wider or thinner, or drag it diagonally to make to it larger or shorter.

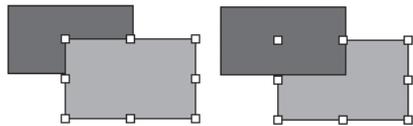
### 5.23. Grouping

Images can be grouped together so they become one image and can be moved together or the same formatting changes can be applied to both at once. Select all the images that will be grouped by holding down the **SHIFT** key and clicking once on each image. Select **Group** by right clicking on the object to be grouped. The images can be ungrouped by selecting **Ungroup** from the same menu. The rectangles in the image to the left are separate images with their own sets of handles and they are grouped together in the image to the right.



### 5.24. Order

The order of overlapping images can be changed using this feature. In the example of two rectangles below, select a rectangle and right click and select “**Order**”, using “**Send Backward**” command the rectangle is moved below the other rectangle. “**Send Backward**” and “**Bring Forward**” will move elements by one layer. “**Send to Back**” and “**Bring to Front**” move the elements to the back or top of a series of several overlapping graphics.



**Note:-** If you just want to move an entity a little bit, select the entity then use any one of the Up/Down/Left/Right arrow keys.

### 5.25. Color Schemes

Click “**Format**” menu, select “**Slide Design**” and “**Color Scheme**” in the Task Pane. Click any one of the Color Scheme thumbnail preview images in the Task

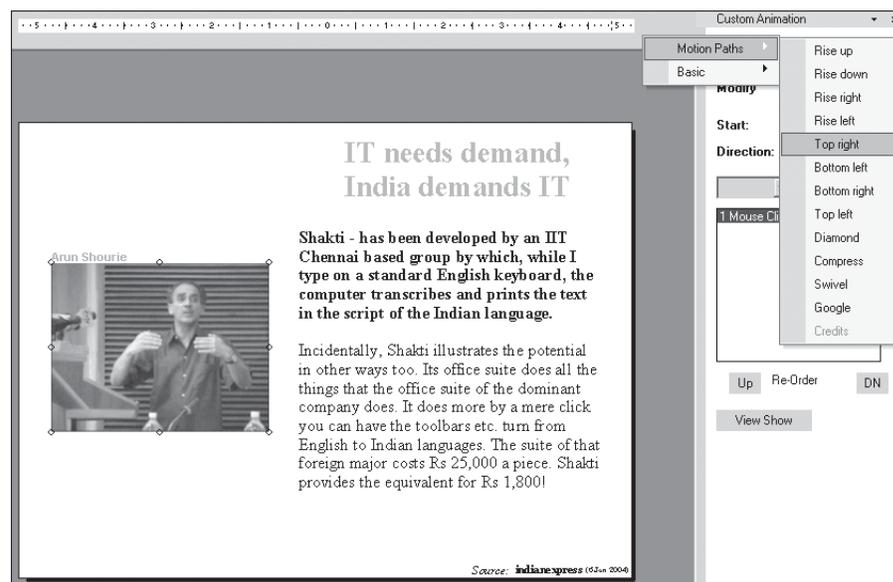
Pane and right click to select either **“Apply to all Slides”** or **“Apply to the Selected Slides”**.

## 5.26. Animation Effects

Presentation has animation effects, including entry and exit animations, more timing control, and pre-drawn paths that items in an animation sequence can follow - so you can synchronize multiple text and object animations.

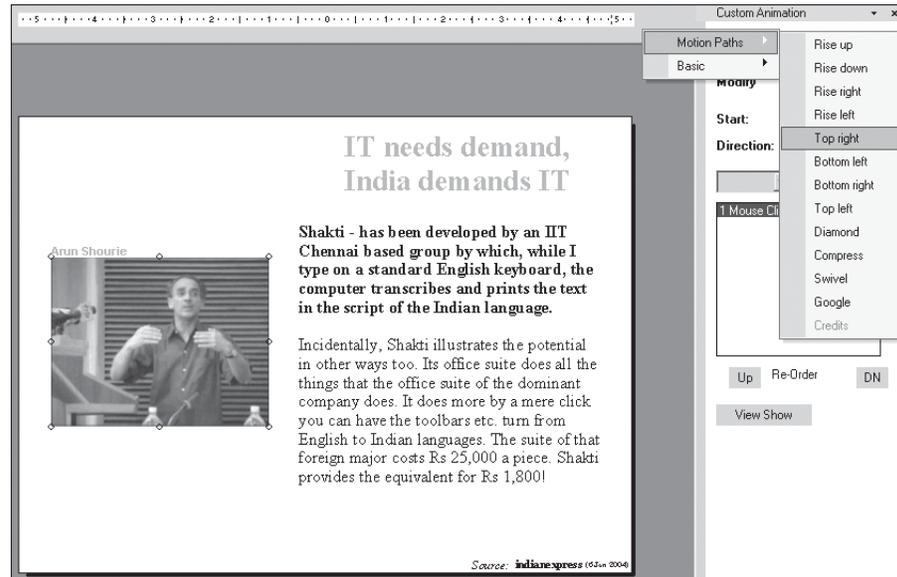
Preset animation provides a number of “quick pick” animation effects. You will need to first select the image or entity that you wish to animate. Then just pick the Preset Animation effect you wish to use.

**Slide Animation:** First, select the slide in the slide sorter view pane and click **“Slide Show”** menu, select **“Slide Animation”**. Several animations for slides are available through the drop-down menus on the Task Pane. Choose any one of the options in the drop-down list e.g. Rise Up, Rise Down, etc...



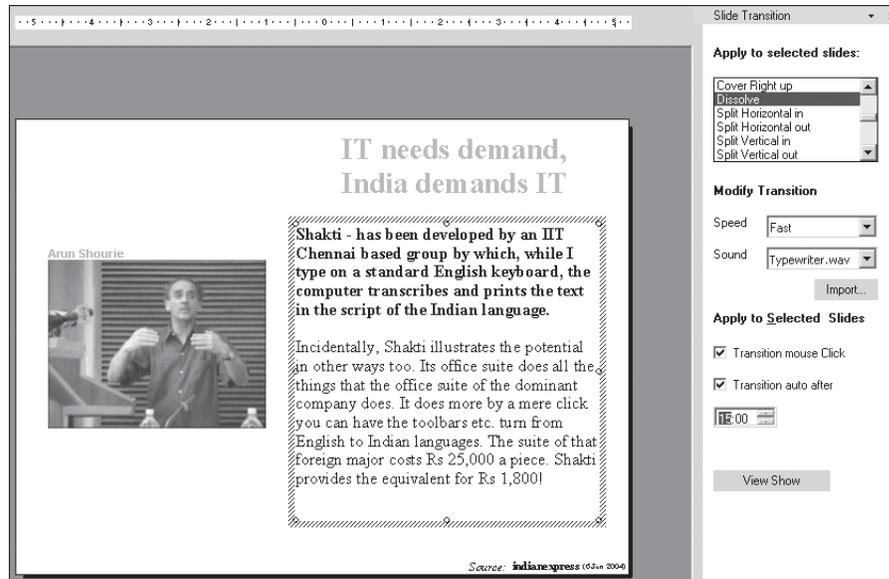
**Custom Animation:** Custom animation provides an extensive number of animation variations for every text, image object. Click **“Slide Show”** menu, select **“Custom Animation”**, and to animate the element (text, image, etc.) click once on the element name and ensure that it is highlighted .

Click **“Add Effects”** in the Task Pane. Select either **“Motion Paths”** or **“Basic”** option and select any one of the animation effects. The animation timing can be altered using the drop-down list in the **“Duration”** option.



**Slide Transitions:** During the slide show you can add transition between slides to enhance the presentation. Click **“Slide Show”** menu, select **“Slide Transition”**, and select any one of the transition effects from the **“Apply to selected slides”** drop-down list. You can modify the speed of transition (Fast, Medium, Slow) using the drop-down list. Click on the **“Import”** button to select a sound file to add to the slide transition.

**Note:-** Check on the box in **“Transition auto after”** and specify the time delay to move from one slide to the other.



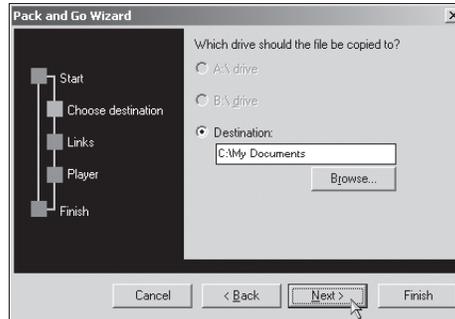
### 5.27. Hyperlinks

While running the slide show, if you want to give more details to support the presentation in the form of another document file or spreadsheet data file or any external video files, you can create links for those file using Hyperlink. First select the object like placeholder, image and click **“Insert”** menu, select **“Hyperlink”**. This enables you to assign a hyperlink to another file or to any of the files in the Internet during presentation.

### 5.28. Pack and Go

You can view the presentation file created in one machine in another machine by using the ‘Pack and Go’ feature. Create the presentation and save it. Now click **“File”** menu, **“Pack and Go”**, and follow the instructions in the Wizard. Choose the destination (e.g. c:\My Folder) in which the file has to be packed.

Click on the check box, **“Include fonts”** to copy (i.e. English, Indian Language fonts), and by default the wizard adds the player files in the pack. Click on the Finish button to start compressing the presentation. Now you can send the CKPNGSETUP.EXE to anyone, so that they can double click the file to view the presentation. This CKPNGSETUP.EXE also includes the application file, so it is possible to modify any (\*.ppf) file with the help of locally installed SOshow application.



## 5.29. Keyboard shortcuts

Keyboard shortcuts can save time and the effort of switching from the keyboard to the mouse to execute simple commands.

Document	Actions
Open a presentation	Ctrl + O
New presentation	Ctrl + N
Save As	F12
Save	Ctrl + S
Print	Ctrl + P

Presentation	Actions
Begin slide show	F5
Next slide	ENTER or Down arrow key
Previous slide	BACKSPACE or Up arrow key
Activate pen tool	Ctrl + P
Erase pen strokes	Ctrl + E
Deactivate pen tool	Ctrl + A
End slide show	ESC

Shakti Office

<b>Formatting</b>	
Select all	Ctrl + A
Copy	Ctrl + C
Cut	Ctrl + X
Paste	Ctrl + V
Undo	Ctrl + Z
Redo	Ctrl + Y
Bold	Ctrl + B
Italics	Ctrl + I
Underline	Ctrl + U
Left justified	Ctrl + L
Center justified	Ctrl + E
Right justified	Ctrl + R

<b>Editing</b>	
New slide	CTRL+M
Spell checker	F7
Insert hyperlink	CTRL+K

SOnet<sup>∞</sup>



## SOnet

A complete Web site builder, this versatile application runs in a WYSIWYG (what you see is what you get) environment that makes it easy to create a stunning Web presence. You can create tables, lists, style sheets with remarkable ease. Features include regional language SOnet, wizards, color coding, tag inserts, etc...

**Note:-** Hypertext Markup Language(HTML), is the encoding scheme used to create and format a Web document. A user need not be an expert programmer to make use of HTML to create hypertext documents that can be put on the internet.

### 6.1. Starting SOnet

To start SOnet you can click on the “Start” button at the bottom left corner of Windows 95/98/ NT desktop, select the “Programs” option of the Start menu and click on “Shakti Hindi Office”, from the Programs submenu. This invokes “SOnet” and opens a new web page. To open a web page document in your browser, and use a URL that specifies an absolute or relative location for the document. An absolute location has the form:

**http://domain-name/pathname** (e.g.http://www.chennaikavigal.com/index.html)

A relative location can either be relative to the root path for the current document, in which case it begins with /, or relative to the directory containing the current document, for example:

/products/index.htm

(e.g. Images/image1.gif.)

To open a local file in your web browser, use a URL that has the form:

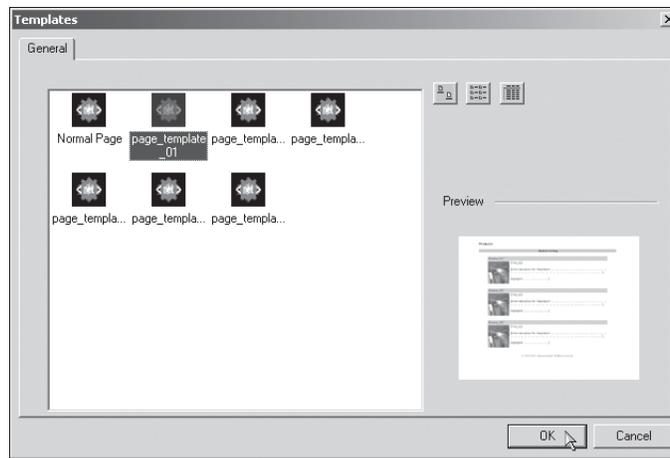
File://directory/filename

(e.g. file://c:/My Documents/index.html)

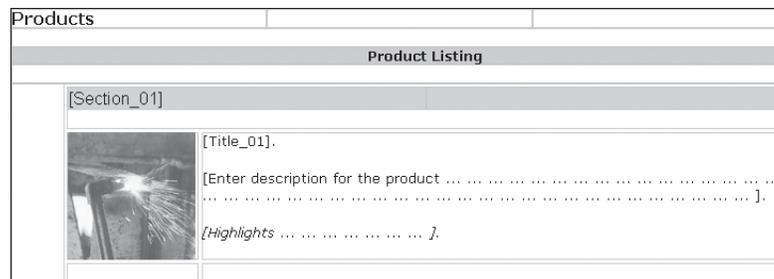
## 6.2. Creating your first web page

**Creating a New Web Page :** Use the New icon in the Standard tool bar or New in File menu or use the blank page in the page template of Task pane

**Design your web page:** You can create basic web pages using the existing Web page Templates that are available in the “Page Templates” list in the “Task Pane”. Single-click on any template to display that page in the Preview area. Select Normal Page if you don’t know which template to choose.

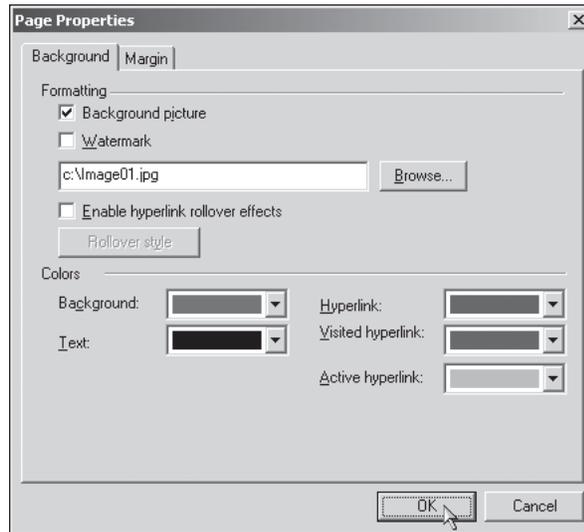


Page Templates contains some predefined format (in Indian languages too) which you can modify according to your choice, this feature will be available in the corresponding Indian Language Interface. After selecting the Template, you can enter the text inside the page (i.e. “Enter your Heading.....”).

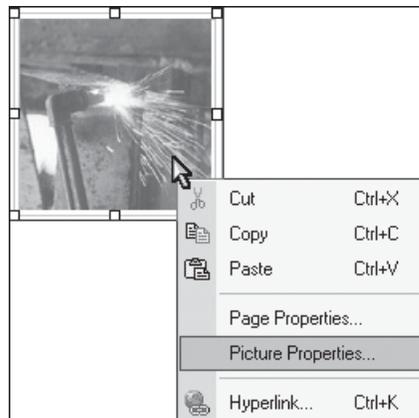


## Shakti Office

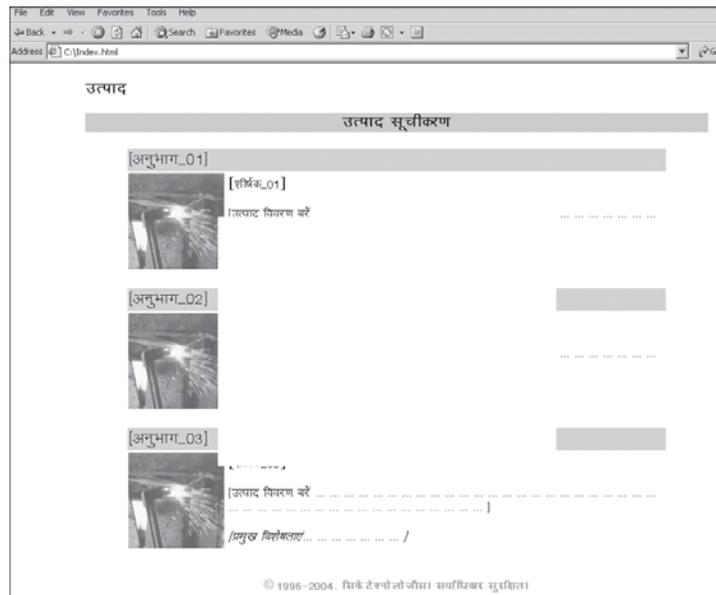
To change the web page background click “Format” menu, “Background” and select the appropriate background color, text color, hyperlink color, etc... and on the other tab you can set the page margins in pixels.



The picture that appears in the templates can be modified or replaced by another picture by right clicking on it and selecting the “picture properties”. You can also insert a picture or video file by choosing the picture in the Insert Menu.



To add effects for the web pages use the predefined transition effects that are available in SOnet. Set page transitions for a particular type of event (Page Enter etc) by selecting “Page Transition” from “Format” menu. In that you can also set delay time (durations) for transitions e.g. (e.g. Event – Page enter, Duration – 5 seconds, Transition Effect – Box out).



You can create hyperlink for text, images by right clicking on it and selecting “hyperlink” from “Insert” menu or pressing Ctrl + K. You can create tables and alter them using the commands in the Table menu. If you want to modify the existing table or cell, right click on it and choose cell or table properties.

### 6.3. Refresh your web site

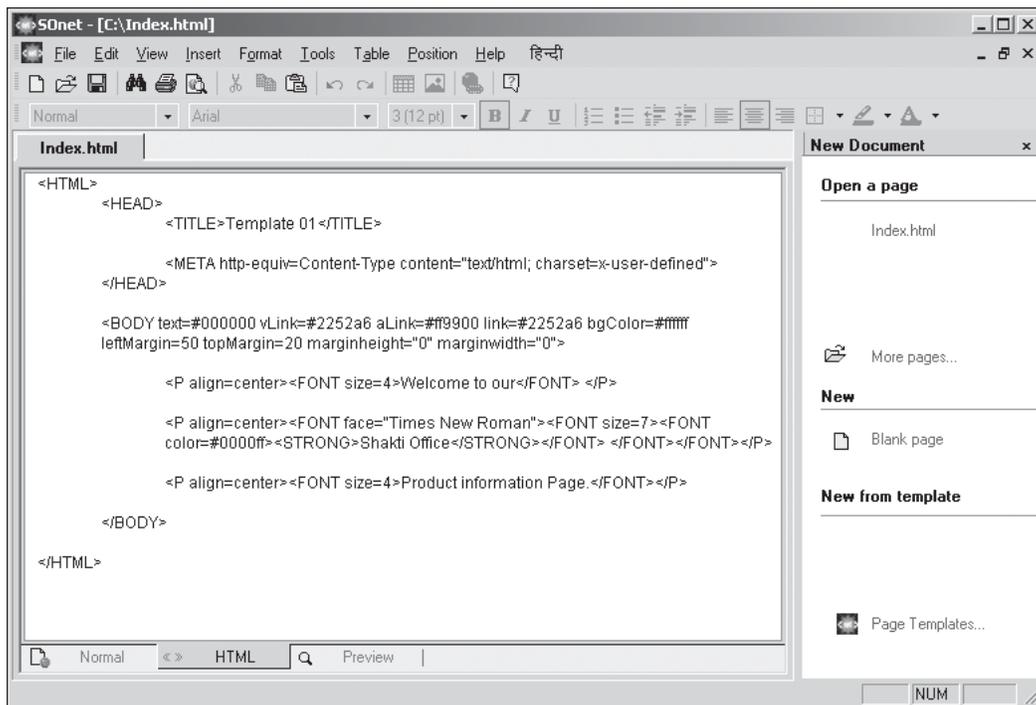
After opening any web page in either the standard browser or in the applications “Preview” tab; sometimes it might take a long time to open the page, you may get an error message saying your web page cannot be displayed. You may want to make sure you have the latest version of the web page. Click on the “Refresh” icon or select

## Shakti Office

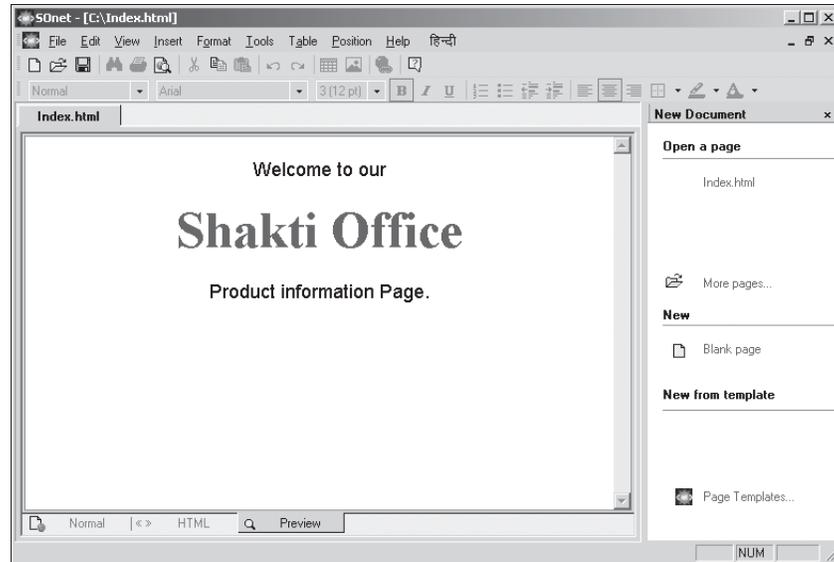
“View” menu, “Refresh” or press functional key F5 to get proper display of the web page.

### 6.4. Edit the source file (Html Tags)

To display or edit the source code of the current web page (works even for Indian Language web pages), click on the “Html” tab which resides in the bottom of SOnet application.

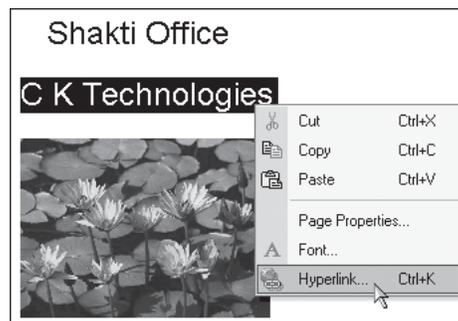


Start hand-coding here to add or remove any attributes inside the Html tags and preview the page by just clicking the “Preview” tab.

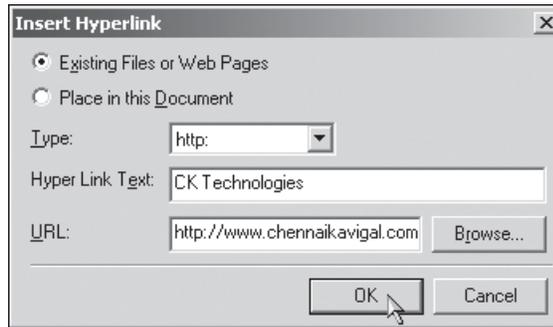


## 6.5. Creating hyperlinks

A hyperlink is a connection between two pages on different locations on the web. The destination of the hyperlink is most often another Web page, but it can also be an image, an e-mail address. Hyperlinks are created for text, image. For example, a text link “CK Technologies” would indicate that the result of clicking on that text, would take us to the product detail page in the Chennai Kavigal web site. SOnet underlines text hyperlinks and display them in specified HTML color tags (i.e. alink, vlink, etc...).



First select the text to be hyperlinked and press Ctrl+K shortcut key or select “Hyperlink” from “Insert” menu. (you can also enter the text directly in the textbox and choose the linking file as <http://www.chennaikavigal.com/products.html>)



First, select the image and then press Ctrl+K and input the link address. Hyperlinks in images are invisible; you can identify them by having a hand-shaped cursor over the image.

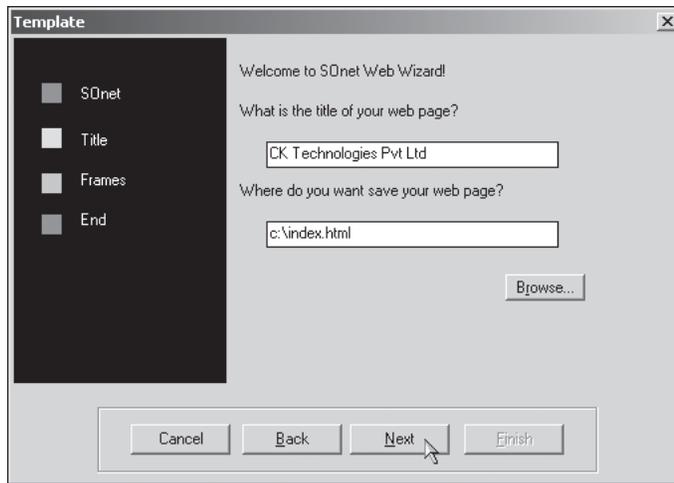
***Tip:-** Creating Bookmark is made simple in this SOnet i.e. creating anchor points (links) in the same page, choose the “section of text in the document” and click “Bookmark” and enter the bookmark name (create Bookmark By using Bookmark in the Insert menu) in the URL text box.*

## 6.6. Adding file to your current page

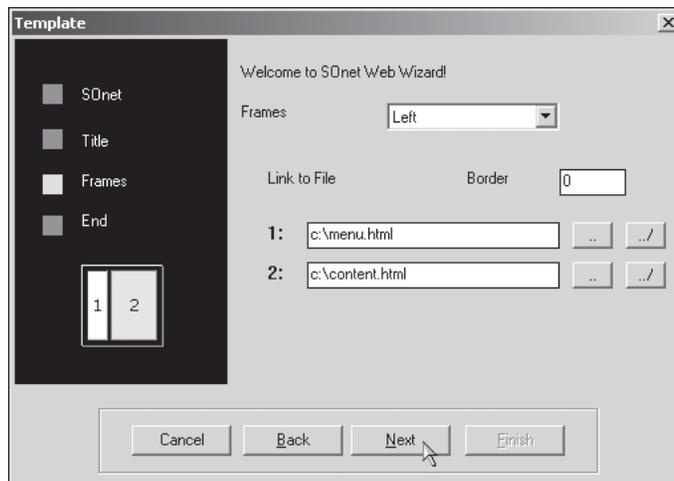
You can insert content from (\*.html) external file into the current web page by selecting “Insert” menu, “File”, “Filename” e.g. aboutus.html.

## 6.7. Using Frames in our web site

Using frames in our web page is just like adding information in another window. Creating web pages with frames is quite interesting and helps easy navigation between web pages. Let’s see how you can use frames. Select “Tools” menu, “Wizard”, “User Defined” and press “next” to continue. Now, enter the details for title of the web page and the location where it has to be saved.



In the next step, select any one of the Frame types “Left” among the drop-down list and enter the appropriate file names for the first and second sections i.e. menu file and the content file. Click on the Preview button to view the result and then click Finish button.



**Tip:-** For each frame you can have a distinct URL (Uniform Resource Locator) that determines the content displayed by that frame. You can add more detailed information like border width, margin, resize, etc... using the wizard too.

SOdraw<sup>∞</sup>



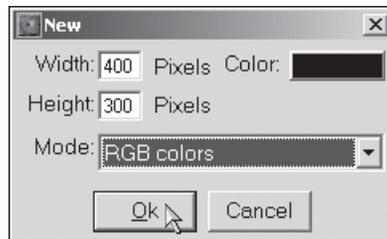
# SODraw

## 7.1. Introduction to SODraw

Using this paint program you can easily create, edit, and apply various effects to pictures. You can create web application pictures (e.g. button images, background pictures, etc...) and re-size any image to the specified pixel dimensions. To start SODraw, first select “Start”, “Programs”, “Shakti Office Hindi” and click “SODraw”.

## 7.2. Creating images in SODraw

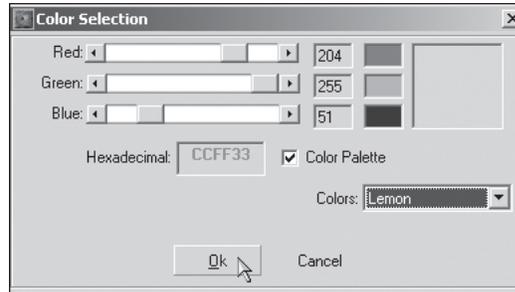
Select the “File” Menu, click New, and input the width and height for the image in pixels (e.g. width as 400 and height as 300).



Then select the mode in which the image has to be created. For example, RGB colors (Red, Green, Blue – This mode is preferred for using images in system display i.e. on-screen). RGB colors (with Alpha) default value is set to 255, and it stores the color information of an image. Click on the “Color” button to pick the background color for the image. You can also select colors based on the name (e.g. black, brown, red, yellow, blue, etc...). Note that the drawing area is defined with the background color.

## 7.3. Changing the Fore Color

Another way to select or set color for an image is by selecting “Draw” menu, “Settings” and “Fore color”, and adjust Red, Green and Blue sliders which are calibrated in values ranging from 0 to 255.



## 7.4. Drawing Tools in SOdraw

-  Use this icon to select an area of image.
-  Use this pencil tool to draw a free-form line, click and then drag the pointer.
-  Use this line tool to draw straight lines.
-  Use this rectangle tool, by clicking on for first corner and then drag the pointer for the other corner.
-  Use this ellipse tool to draw elliptical, circular shapes.
-  Use this polygon tool, by selecting consecutive points.
-  Use this bucket tool to fill color in the selected area.
-  Use this erase tool to fill back color in the image.
-  Use this text tool to draw a free-form line, click and then drag the pointer.

In the text tool, SOdraw provides various parameters to control, how the text has to appear.

Inside the Style selection, we have Single Line and Multi Line options.

Adjusting the width slider will either stretch the context or shrink it.

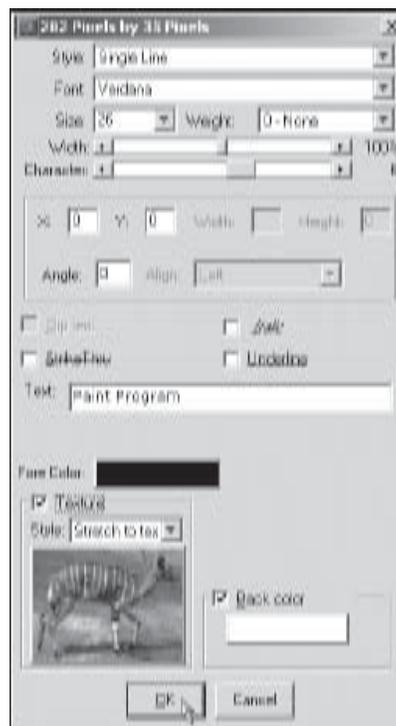
Character slider will control the spacing between characters in the text.

Text location is defined by the X and Y values. To rotate text, enter the angle value in degrees for example 15.

# Paint Program

## 7.5. How to include texture for the text

To include texture for the text, check the texture box in the following dialog, and select an image say for example, pic01.jpg.



In the “Style” drop-down list apply “Stretch to text” and the resulting image will be as shown below.

Paint Program

## 7.6. Drawing settings

**Fore Color**, is to set the fore ground for painting.

**Back Color**, is to set the background color fill.

**Eraser Thickness**, is to set thickness or size as Low, medium, High.

**Anti-aliasing**, controls the drawing edge (blur) in the current image. A value of “None” is no blurring. Strong makes the image more blurred at the expense of speed.

**Line Thickness**, is defined in pixels for drawing line objects.

**Line Style**, defines the pattern that will be used for lines.

Style Name	Description
Solid	No breaks in the line
Dash	Medium Even breaks
Dot	Small even breaks
Dash Dot	Alternating dashes and dots
Dash Dot Dot	Two dots per dash

**Fill Style**, applies the color in the image.

Fill Style	Description
None	No fill
Horizontal	Horizontal lines
Vertical	Vertical lines
Forward Diagonal	Diagonal lines. Bottom left to top right
Backward Diagonal	Diagonal lines. Top left to bottom right
Cross	Vertical and horizontal cross
Diagonal	Cross Diagonal cross
Solid	Completely filled.



**Transparency**, defines how an opaque or transparent drawing will look (i.e. 0% is completely transparent and 100% is completely opaque).

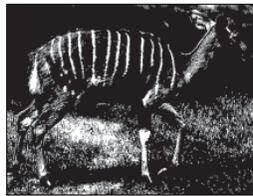
### 7.7. Applying Effects

You can enhance an image just by applying an effect to that.

**Palette** dithers an image to get the best result on screen.

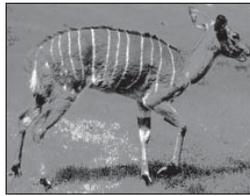
#### **Palette Black and White**

(2 colors, black and white).



#### **Palette - 16 Colors**

(Standard windows 16 colors).



#### **Palette - System**

(The current windows system colors).



**Palette - Web Palette** (In this palette each primitive is a multiple of 51. (0, 51, 102, 153, 204, 255). With six possible values per primitive and 3 primitives (red, green and blue) the maximum colors are 216. ( $6^3=216$ ))



**Crop** replaces the image with a cut out (portion) of the original.

#### **Crop method**

*Top Left*

*Top Right*

*Bottom Left*

*Bottom Right*

*Center*



**Dither** applies a color quantization algorithm to reduce the number of colors used within the image.

***Dither***  
***2 Colors***



***4 Colors***



***32 Colors***



***256 Colors***



**Drop Shadow** effect will add an alpha blended to the image. Drop shadow follows the contours of existing alpha information. The image will be increased in width and height by the value of Offset in X and Y.



**Flip** the image either horizontal or vertical.

***Flip - Horizontal***



***Flip - Vertical***



**Resize** will change the canvas and stretch the image to fit inside.

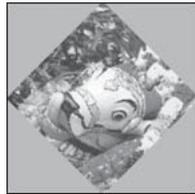
***Resize - Enlarged***



***Resize - Reduced***



**Rotate** an image with angles multiplied by 90 degrees. However, the image may be rotated at any angle. If the angle is not a multiple of 90 then those areas will be filled with the supplied back color and opacity.



**Skew** effect will slant the image either horizontally or vertically. It will fill the blank area with the supplied back color.

**Horizontal Skew – 45 degrees**

**Vertical Skew – 45 degrees**



**Thumbnail** shows the image in a standard size. Thumbnail browser is tree-based, and similar to the Windows Explorer. This makes the image file management easier and more intuitive. Select a folder to display smaller preview buttons, called thumbnails, of the images within that folder. Double click an image to open or select the image and click OK.



## 7.8. Filters

**Auto Brightness** adjusts the brightness of the image.

*Before applying Auto Brightness After applying Auto Brightness*



**Blur** filter makes the image look fuzzy.



**Brightness and Contrast**, Enhances the picture quality (e.g. Brightness: 7, Contrast: 20).



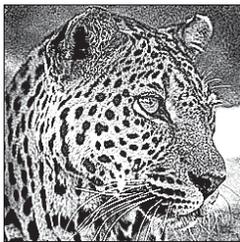
**Hue, Saturation, Luminance** filter converts a color described in hue, saturation and luminance into red, green and blue. **Hue** is an index into the spectrum of basic colors. **Saturation** is a greyness quality. A color that has a high saturation is very colorful and vibrant. A color that has low saturation is more greyish. **Luminance** is the brightness of the color (e.g. Hue:27, Sat:255, Lum:0).



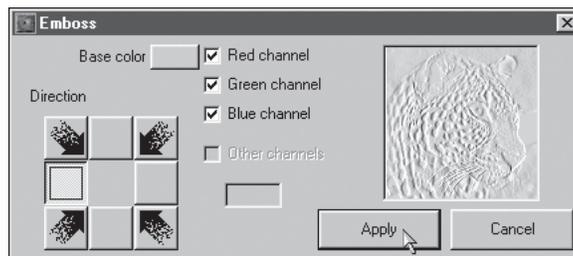
**Colorize** filter allows a constant hue, saturation and/or luminance to be applied to the image data. Each color in the RGB color model may be described uniquely by their hue, saturation and luminance properties.



**Edge detection** will add an alpha blended drop shadow to the image. This shadow follows the contours of existing alpha information.



**Emboss** filter will detect linear changes in adjacent pixels and creates a beveled effect in the image.



After applying Emboss



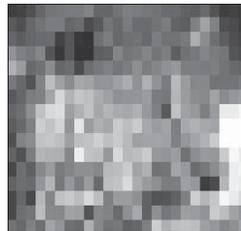
**Gamma** filter calibrates and standardise the contrast and brightness, color balance, and white points of an image.



**Intensity** filter makes the image look bright.



**Mosaic** filter averages the colors of surrounding pixels and results in “big pixels”.





**Negative** filter inverts an image to a different color like white, red, green, blue or any given color.

*Negative*  
**White**

*Negative*  
**Red**

*Negative*  
**Green**

*Negative*  
**Blue**

*Negative*  
**Lemon**



**Sharpen** filter increases the contrast of adjacent pixels in focus, blur photographs or scanned images, which are used for printing. This filter or technique is used in traditional film compositing to sharpen edges in an image.



**Soften** filter will soften or smoothen the image.



**Unsharp Mask** is a high-frequency enhancement filter that brings out edges and point details.

*Color Etch*



*Halo Effect*



**Vibration** filter gives an image a blurred effect



**Other custom filters**

*Oil Painting*



*Night Line*

