

# 50:50 Information Technology for Professionals 50 key areas to learn in Computers & Technology

## "What we have for you?"



Getting Started with Word **Editing & Formatting Documents Track Changes 5 Simple Word Shortcuts** 



Getting Started with Excel **Getting Totals & Summaries 5 Simple Excel Shortcuts** Excel Charts to make your clients smile Page Setup & Printing



Clients (FB, Skype) Research on Topics of Interest (Google, Wikipedia, Blog) (MakemyTrip, Amazon, IRCTC) **Emails & Instant Messaging** 

# Eastern India Regional Council The Institute of Chartered Accountants of India

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#### ABOUT THE ICAI \_\_

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

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

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

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

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

#### ABOUT EIRC \_\_\_\_

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

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

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

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

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

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



#### **Chairman's Message**





Dear Professional Colleagues,

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

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

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

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

Wish all the participants a great learning experience.

Date : 9th April 2016 Place : Kolkata CA Anirban Datta Chairman, EIRC





#### Chairman Information Technology Committee's Message



Dear Professional Colleagues,

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

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

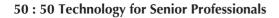
I take this opportunity to place on record my sincere gratitude to CA Anirban Datta, Chairman, EIRC for entrusting me with this responsibility of being the Chairman of Information Technology Committee of EIRC. I would like to appreciate the sincere efforts of the dedicated team of professionals who have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

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

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

Date : 9th April 2016 Place : Kolkata CA Sanjib Sanghi, Member, EIRC Chairman, IT Committtee, EIRC













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## What you can do with your Computer and Internet

#### **Research in Topics on Internet**

Google

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



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

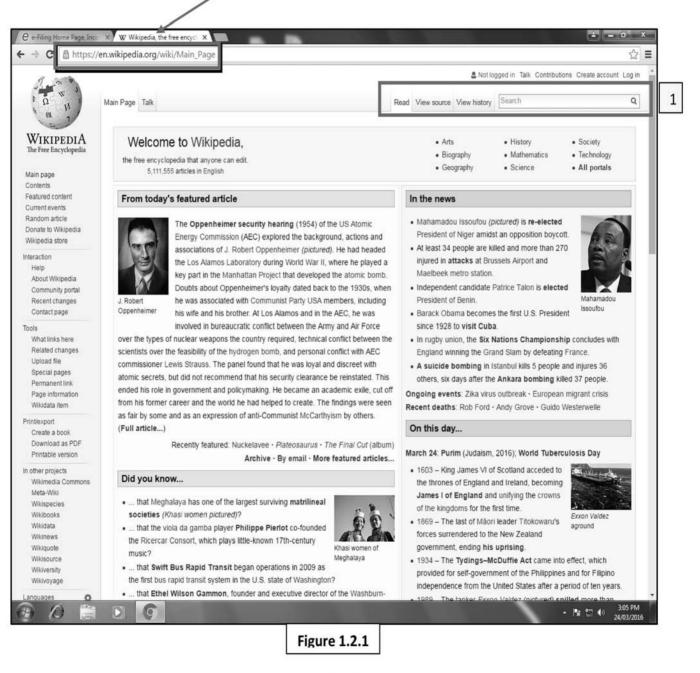






#### Wikipedia:

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



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



## Emails & Instant Messaging (Gmail, Whatsapp)

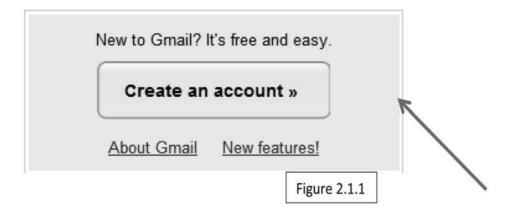
#### What is gmail?

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

#### Create an user account

Step 1: Sign Up(Figure 2.1.1)





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



Choose a passw		
	Minimum of 8 characters in length	
Re-enter passwo	ord: Enter a	
	Stay signed in     password	
	Enable Web History Learn More	
Default Homepa	Image Set Google as my default homepage. Your default homepage in your browser is the first page that appears when you open your browser.	
Security questic	Write my own question	Enter or
	What city was I born in? If you forget your password we will ask for the answer to your security question. <u>Learn More</u>	choose a security question o
Answer:	Lewiston	write you own.
Recovery email	This address is used to authenticate your account should you ever encounter	
	This address is used to authenticate your account should you ever encounter problems or forget your password. If you do not have another email address, you may leave this field blank. Learn More	Figure 2.1.2
Birthday:	This address is used to authenticate your account should you ever encounter problems or forget your password. If you do not have another email address, you may leave this field blank. Learn More	
	Type in your birthdate          01/10/1963       Type in your birthdate         01/10/1963       Type in characters you see in the picture below.         Type the characters you see in the picture below.       Type in the word in the "word verification" to the second seco	
Birthday:	Type in your birthdate          01/10/1963       Type in your birthdate         01/10/1963       Type in he word in the "word verify add or Change Home Page	
Birthday: Word Verification:	This address is used to authenticate your account should you ever encounter problems or forget your password. If you do not have another email address, you may leave this field blank. Learn More  O1/10/1963  Type in your birthdate  Type in the word in the "word veri MM/DD/YYYY (e.g. "9/7/2011")  Type the characters you see in the picture below.  Type in the word in the "word veri Chertssted Letters are not case-sensitive  Please check the Google Account information you've to change anything you like), and review the Terms of With Gmail, you won't see blinking banner ads. Inste might find useful that are relevant to the content of vir More  Type in the useful that are relevant to the content of vir More  Type in the useful that are relevant to the content of vir More  Type in the useful that are relevant to the content of vir More  Type in the useful that are relevant to the content of vir More  Type in the useful that are relevant to the content of vir More  Type in the useful that are relevant to the content of vir More  Type in the useful that are relevant to the content of vir More  Type in the useful that are relevant to the content of vir More  Type in the useful that are relevant to the content of vir More  Type in the useful that are relevant to the content of vir More  Type in the useful that are relevant to the content of vir More  Type in the useful that are relevant to the content of vir More  Type in the useful that are relevant to the content of vir Type in the useful that are relevant to the content of vir More  Type in the useful that are relevant to the content of vir More  Type in the useful that are relevant to the content of vir Type in the useful that are relevant to the content of vir Type in the useful that are relevant to the content of vir Type in the useful that are relevant to the content of vir Type in the useful that are relevant to the content of vir Type in the useful that are relevant to the content of vir Type in the useful that are relevant to the content o	
Birthday: Word Verification:	This address is used to authenticate your account should you ever encounter problems or forget your password. If you do not have another email address, you may leave this field blank. Learn More           01/10/1963       Type in your birthdate         MMDD/YYYY (e.g. "9/7/2011")       Type in your birthdate         Type the characters you see in the picture below.       Type in the word in the "word verif"         Image: Chertssted       Image: Chertssted         Letters are not case-sensitive       Would you like to use the following as your home page?         Please check the Google Account information you've to change anything you like), and review the Terms in the webpage as your only home page tabs         With Gmail, you won't see blinking banner ads. Insterminght find useful that are relevant to the content of verified the version         Printable Version	
Birthday: Word Verification: Terms of Service:	This address is used to authenticate your account should you ever encounter problems or forget your password. If you do not have another email address, you may leave this field blank. Learn More  O1/10/1963  Type in your birthdate  Type in the word in the "word veri MM/DD/YYYY (e.g. "9/7/2011")  Type the characters you see in the picture below.  Type in the word in the "word veri Chertssted Letters are not case-sensitive  Please check the Google Account information you've to change anything you like), and review the Terms of With Gmail, you won't see blinking banner ads. Inste might find useful that are relevant to the content of vir More  Type in the useful that are relevant to the content of vir More  Type in the useful that are relevant to the content of vir More  Type in the useful that are relevant to the content of vir More  Type in the useful that are relevant to the content of vir More  Type in the useful that are relevant to the content of vir More  Type in the useful that are relevant to the content of vir More  Type in the useful that are relevant to the content of vir More  Type in the useful that are relevant to the content of vir More  Type in the useful that are relevant to the content of vir More  Type in the useful that are relevant to the content of vir More  Type in the useful that are relevant to the content of vir More  Type in the useful that are relevant to the content of vir More  Type in the useful that are relevant to the content of vir Type in the useful that are relevant to the content of vir More  Type in the useful that are relevant to the content of vir More  Type in the useful that are relevant to the content of vir Type in the useful that are relevant to the content of vir Type in the useful that are relevant to the content of vir Type in the useful that are relevant to the content of vir Type in the useful that are relevant to the content of vir Type in the useful that are relevant to the content of vir Type in the useful that are relevant to the content o	
Birthday: Word Verification: Terms of Service: an either use a as your home or a tab on your	This address is used to authenticate your account should you ever encounter problems or forget your password. If you do not have another email address, you may leave this field blank. Learn More Type in your birthdate Type the characters you see in the picture below. Type the characters you see in the picture below. Type the characters you see in the picture below. Type in the word in the "word verif Chertssted Letters are not case-sensitive Please check the Google Account information you've to change anything you like), and review the Terms of With Gmail, you wont see blinking banner ads. Inster might find useful that are relevant to the content of the terms of Deritable Version Type in the version Printable Versi	fication" bo
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#### Step2 : Fill up the following details (figure : 2.1.2 & 2.1.3)



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1



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



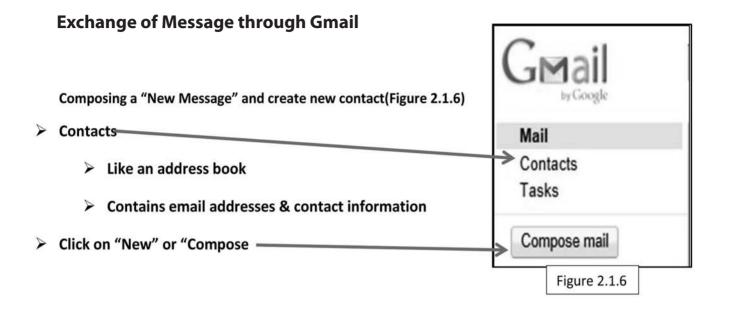


Notice the 3 emails that you have received from Google in your inbox

The emails have 3 tutorials explaining some of the features of Gmail.



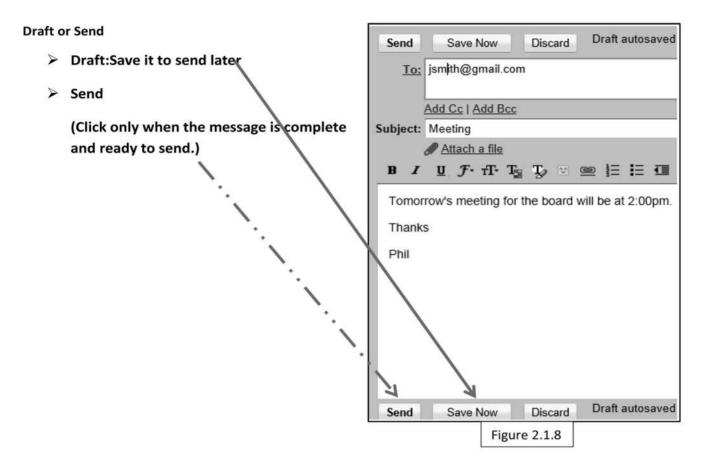
50:50 Technology for Senior Professionals



> Subject:

> Brief description	Sond Save New Discard Draft autosaved
CC (Carbon Copy)	Send Save Now Discard Drait autosaved
(To include other people in an email message).	To: dan.smith@gmail.com
BC (Blind Carbon Copy)	Cc: brogers@hotmail.com
(Addresses will not be visible to * other parties).	Figure 2.1.6
> Attachments	<u>Bcc:</u> susanadams@yahoo.com
Attach or Upload files	7
	Subject: Meeting tomorrow at 2:30pm
	Attach a file
	Figure 2.1.7





#### Inbox: For Incoming Mail Check(Figure 2.1.9)

Mail Contacts	\$33.33 Overstock Laptops? - QuiBids.com/Blowout - Today: Website Selling Laptops f			
Tasks	Archive Spam Dele	te 🕞 🕒 Move to 🔻 Labels 🔻 More 🔻		
Compose mail	📗 🏠 Fecteau, Alan	meeting - Would like to set- up a meeting a		
Inbox (1)	III 🗇 McKenney, Janet	Meeting? - Can we meet tomorrow at 2 PM		
Buzz 🗭				
Starred 😭				
Important Sent Mail				
Drafts (1)				
	Figure 2.1.9			

#### Shows all incoming mail you have received

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



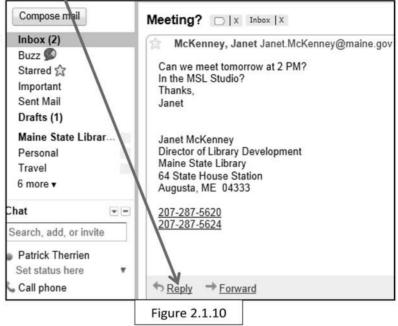


#### **Reply or Reply All**

Respond to Incoming Mail(Figure 2.1.10)

When you want to respond to an email, Click here

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



#### **Forwarding an Email**

Meeting? D X Inbox X Do you want to share an email message with another individual? McKenney, Janet Janet.McKenney@maine.gov You can share an email message with Can we meet tomorrow at 2 PM? In the MSL Studio? another individual by Forwarding it. Thanks, Janet Janet McKenney Director of Library Development Maine State Library 64 State House Station Augusta, ME 04333 20 287-5620 207-287-5624 → Forward Reply

Figure 2.1.11





#### Whatsapp

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

#### Download WhatsApp (Figure 2.2.1)



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

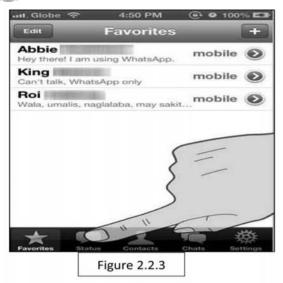
Launch the app from your smartphone.



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







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

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

Edit	Status
Your cur	rent status is:
@instax	film 🔍 🗉 🕧
Select yo	our new status
Availab	le
Busy	
At scho	ol
At the n	novies
At work	
*	
worites 1	Status Contacts Chails Settle
	Figure 2.2.4

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





Edit	Status	
Your cu	rrent status is:	
@instax	cfilm	>
Select y	our new status	
Availab	le	
Busy		
At scho	ool	
At the r	novies	
At work	¢	
2.4		11 11
Favorites	Status Contacts Chats	Settings
	Figure 2.2.5	

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

Edit	*	4:55 PM Chats		10015
Broa	dcast Me	ossage	New	Group
	Ella Hello!			4:54 PM
*		2	-	磁
Farmines	Status	Contacts	Chats	Settings
	Fig	ure 2.2	.6	

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

utl Globe 奈	12:52 PM	@ @ 11%	
Chats	Ella Santos seen Wed at 11:46 a	PM	
Call	Edit	Info	
1000	July 31, 2013	A STORE	
State State	4:55 P	M -// Hello!	
Hello	11:42 PM		
C. Start		P. R. M. W.	
Chief Sold		Sera Sal	
1.			
- Caller		2/12 5	
SPECT		1990 - CA	
A COLOR		1.1.200	
Real and			
1997			
0		Send	Figure 2.2.7



#### Keep in touch with Friends, family and Clients

#### Face Book

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

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

Step 1: Create y	our Account	(Figure 3.1.1)	
------------------	-------------	----------------	--

Expression       Reading and the set of the second set of the	facebook		Log in to Existing Account
Email or mobile number         Re-enter email or mobile number         New password         Dirthday			
Re-enter email or mobile number         New password         Bithday         Dr + Vort       Vort + Vort         Primar       Intervention         Bithday         Dr + Vort       Vort + Vort         Primar       Intervention         Difference       Difference         Difference       Difference     <		First name Sumame	
New password       Bithday       Dar • Loop 1       Dar • Loop 1       State 1 <t< td=""><td></td><td>Email or mobile number</td><td></td></t<>		Email or mobile number	
Birthday       Dar • Local P		Re-enter email or mobile number	
Day •     Month •     Year •     Where it have be available to anywork may       Or Personal     Or Monte     Month •     Year •     Where it have be available to anywork may       Or Personal     Or Monte     Month •     Year •     Where it have be available to anywork may       Or Personal     Or Monte     Month •     Year •     Where it have be available to anywork may       Device (Device)     Device (Device)     Device (Device)     Device (Device)       Kingstein (UK)     Hereft fürdit device (Device)     Device (Device)     Device (Device)       Kingstein (UK)     Hereft fürdit device (Device)     Device (Device)     Device (Device)       Kingstein (UK)     Hereft fürdit device (Device)     Device (Device)     Device (Device)       Kingstein (UK)     Hereft fürdit device)     Device (Device)     Device (Device)       Kingstein (UK)     Hereft fürdit device)     Device (Device)     Device (Device)       Kingstein (UK)     Hereft fürdit device)     Device (Device)     Device (Device)       Kingstein (UK)     Hereft fürdit device)     Device (Device)     Device (Device)       Kingstein (UK)     Hereft fürdit device)     Device (Device)     Device (Device)       Kingstein (UK)     Hereft fürdit device)     Device (Device)     Device (Device)       Kingstein (UK)     Hereft fürdit devi		New password	
Englisen (UK) 1947 Berlik ofen (Expansion provide Barling and Barling		Fine a second a back a they so i need to provide my	
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Locations Celebrates Onside About Create Advert Create Page Developers Careers Privacy Cookies AdChoicesDP Isone Halp	English (UK) MUTI BIND put BEID SOD		
Fast Adult & 2019	Locations Celebrilles Groups A		
	Perstand # 2018		









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



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





#### Skype

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

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

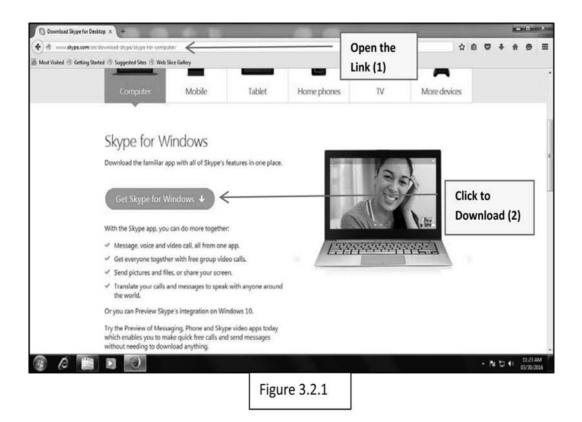
#### Let's get started.

We need to download Skype from the internet.

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

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

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







#### 50:50 Technology for Senior Professionals

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

Contract		
Contract		
	~ <	<ul> <li>Installation Wizard (3)</li> <li>Check options and click continue to finish the installation.</li> </ul>
- Anno		
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- 9 ×		

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

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

S Skype Skype Tools Help			×
	1 46 0 5 0 11		
	Sign in with Skype or Microsoft account		
			Enter Skype Name, email or Mobile Number for Existing users.
	Signa		
	Create an account	"(	Create an Account" for New Users.
Problems signing in?		f Sign in with Faceb	ook - Option to Log in with Facebook Account for New Users.
	Figure3.2.3		

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

First name*	Last name*		
Partha 🖌	Saha		
Your email address*	Repeat email*		
parthasaha007@gmail.com	parthasaha007@gmail.com		
Profile information	• Year 1989 V	~	Fill up the Details
Country/Region*	•		
City Kolkata			
Language" English	-		
Skype Name*			
partha.saha937 🖌	Repeat password*	> ←	Specify Skype Name
······ ··· ·· ·· ·· ·· ·· ·· ·· ·· ·· ·			and PassWord
	al offers. You can opt out at any time by visit		





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

; Skype Skype Tools Help		(C) Cappe=	
	at Sout	Setting up Skype Check your sound and video	Setup Webcam
	Sign in	Speakers - can you hear the test sound?	Video - can you see yoursell?
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	lana, onal armalale 🛛 🛩	▶ Test sound	
	nd	J Microphone - can your voice be heard?	
	Setup Microphone	▶L · · ·	54
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	Create an account		Control of Section of Section 1
Problems signing in?	F Sign in with Facebook		Continue -> Continue
	Figure	3.2.5	

After you have set up your webcam and Microphone go ahead and click on continue. (Figure 3.2.5) You will see the next screen like below. Where you may add a profile picture or skip it by pressing add later or continue. (Figure 3.2.6)

S Skype		and Am	() Stype"			Com Ba
Skype Tools Help	0 & 0 <b>5</b> 0 # 6		Setting up Add a profile	JAYPO	Picture	
	Sign in with Depter or Mercent account Stepse Name, creat or mether		Skype. It's much e	ire is how people will see you on easier for your friends, family and d you when they can see your	V	
	Your	user name	sumiteyez.	ture so people find the right	<u> </u>	
	Create an account				_	
Problems signing in?		Sign in with Facebook		Click to skip		ater Continue
		Figure	3.2.6			

#### To Add a profile Picture:

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





You will be on next screen (Figure 3.2.7)

CS Skype	and the second			
Skype Tools Help	0 46 D S 8 4 b		Setting up Skype Add a profile picture	
	Sign in with Skype or Menoral account		Take a picture of yourself with your webcam, or browse for a picture on your computer.	
			Your previous pictures	
Problems signing in?		∮ Sign in with Facebook	Click to finalize your	Torsen Use this picture
			picture	Figure 3.2.7

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



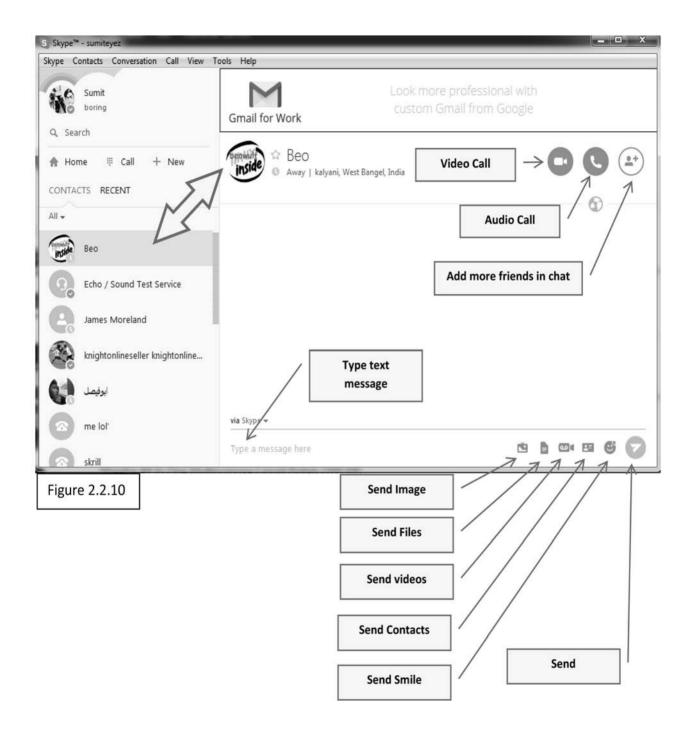
The following is the home screen of Skype and the main parts are marked in the given picture. (Figure 3.2.9)







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





#### **Plan your Travel and Shop Online**

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

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



#### **Railway Online Reservation**

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

#### Step 1: Create a new Account

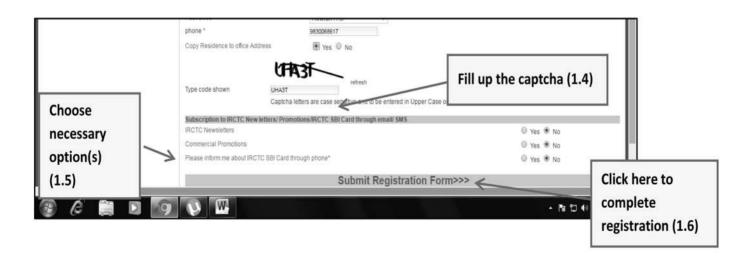
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A Government of India Enterprise	eelschair	Flight Tickets	Accommodations	Mobile App
Train/Coach Booking (FTR) National Voters' Services Portal			n	
Alerts & Updates View Booking and cancellation for all Node will not be available from 00:15 hrs to 03:15 hrs of 22/03/2016 due to maintenance activity. Inconvenience caused is deeply regretted.	Use	jin r ID : sword		
Booking and cancellation for all Node will not be available from 00:15 hrs to 03:00 hrs of 20/03/2016 due to maintenance activity. Inconvenience caused is deeply regretted.	Cap Cap	tcha tcha letters are o	case sensitive and to b	e entered in
Booking and cancellation for the trains originating from Delhi Node will not be available from 00 hrs to 03:00 hrs of 19/03/2016 due to maintenance activity. Inconvenience caused is deeply regretted.	X	er Case only	C	
Due to maintenance activity User registration will not be available for time being.	F	Request OTP		
Booking and cancellation for the trains originating from Mumbai Node will not be available from	Sign NGe	ot Password up T Agent Login Agen ibai Suburban Seas	nt Login	ick here to creat w user account





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	GARBAGE/JUNK VALUES	IN PROFILE MAY LE	EAD TO DEACTIVATION	in	dicates m	andatory						
	Please use a valid E-Mail II	D and mobile number	in registration.									
	User ID*	das_kundu	Check Availability									
	Password*	Between 3 to 10 chara	cter.Only letter, number and und	erscore are allowed.								
	10.1315-22232	Min 8 character & Max 15 character. Password must contain at least one small & one capital alphabet and numeric digit.										
	1920-000-000-000-000-000-000-000-000-000-											
	If you forget your password, Security Question*	If you forget your password, we will identify you with this information										
	Security Answer*	what is your all time	e favorite sports team? *									
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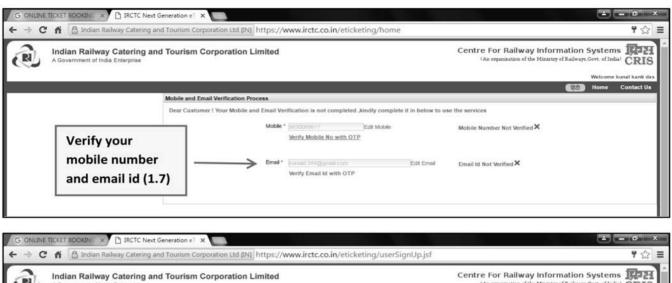


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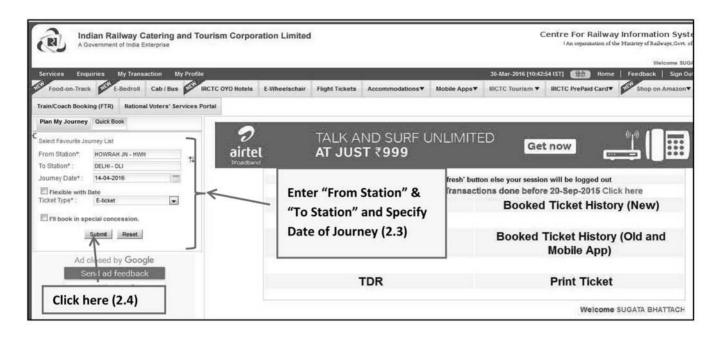
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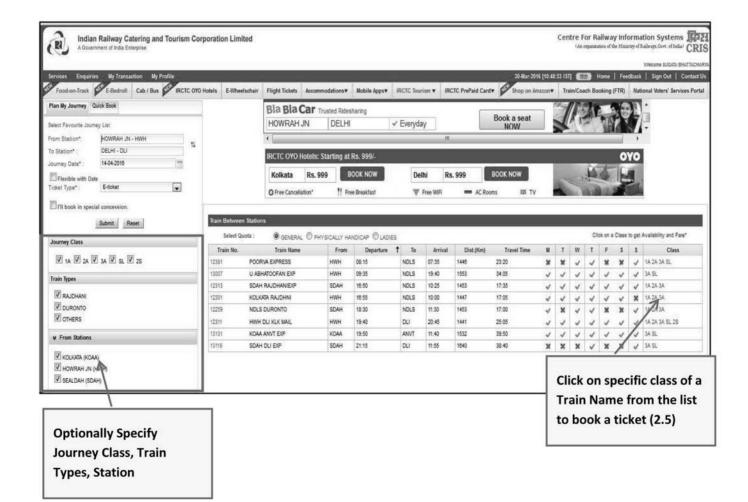
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Food-on-Track F-Bedroll Cab / Bus FRCTC OYO Hotels E-Wheels Train/Coach Booking (FTR) National Voters' Services Portal	chair Flight Tickets Accommodations▼ Mobile App
Alerts & Updates View All Booking and cancellation for all Node will not be available from 00:15 hrs to 03:15 hrs of 22/03/2016 due to maintenance activity. Inconvenience caused is deeply regretted. Booking and cancellation for all Node will not be available from 00:15 hrs to 03:00 hrs of 20/03/2016 due to maintenance activity. Inconvenience caused is deeply regretted.	Login User ID : BABAN901 Password Captcha X9F6J Enter your ID and Password & Captcha (2.1)
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Booking and cancellation for the trains originating from Mumbai Node will not be available from	Forgot Password Sign up NGeT Agent Login Mumbal Suburban Season Ticket

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#### 50:50 Technology for Senior Professionals

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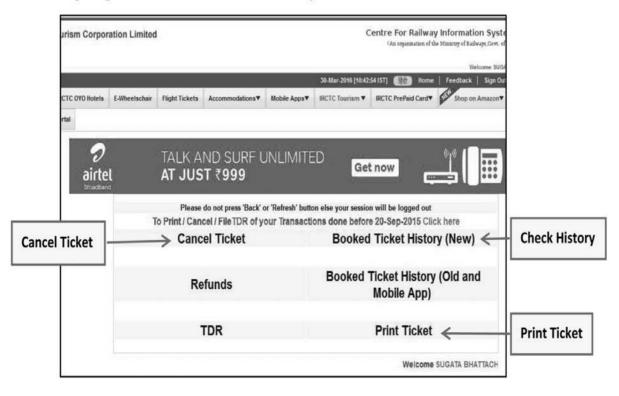
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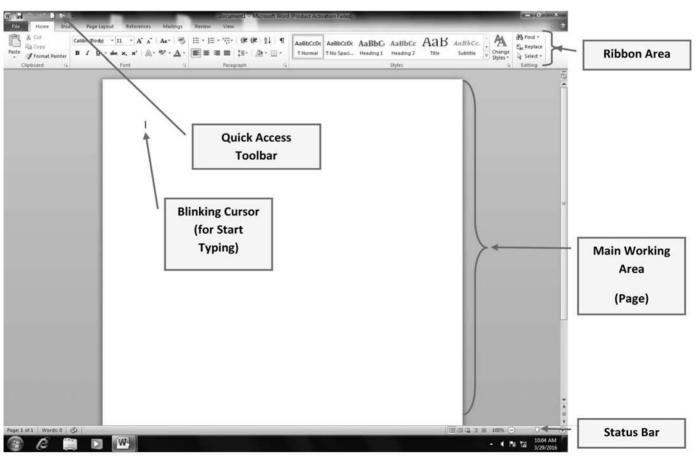
# **Create and Edit documents using MS Word**

#### **Getting started with MS Word**



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







#### **Editing and formatting document**

#### Text formatting

#### > Select a Text $\rightarrow$ Home Tab > Font Group $\rightarrow$ Click the following Icons

Home	Insert	Pa	ge Li	ayou	t	R	efere	nces	N	lailin	igs		Rev	
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Option	Used For	Icon
Bold	To Bold	в
Italic	To Italicize	z
Under Line	To Underline	Ш
Change Case	To change case (Upper, Lower etc)	Aa~

**Paragraph Formatting** 

#### > Select a Paragraph<sup>1</sup> $\rightarrow$ Home Tab > Paragraph Group $\rightarrow$ Click the

#### following Icons



Option	Used For	lcon
Allignment	Change Allignment	
Spacing	To Change Line Spacing	\$≡-

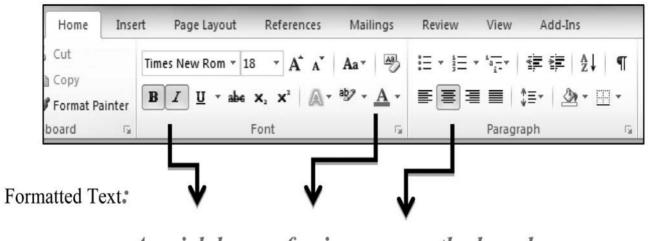
<sup>1</sup> \*Paragraph is created by pressing enter key.



#### **Example of Text and Paragraph Formatting**

## Plain text before formatting :

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



A quick brown fox jumps over the lazy dog.

(After Appling text and paragraph format)



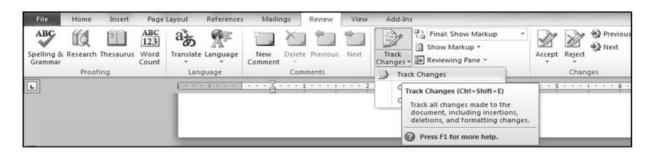


#### Track Change :

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

#### Activate Track Change Option

Open the document  $\rightarrow$  Review tab $\rightarrow$ Tracking Group $\rightarrow$ Track Changes $\rightarrow$ Track Changes



#### Now Make the Changes and see the result

Count • • Comment • Changes • 🕑 Reviewing Pane •	Compare Compare Compare
**************************************	
other document building blocks. When you create pictures, charts, or diagrams, they also coordinate	
On the Insert tab, the galleries include items that are designed to coordinate with the overall look of your document. You can use these galleries to insert tables, headers, footers, lists, cover pages, and	
with your current document look.	rline

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

Go to Review Tab $\rightarrow$ Changes Group  $\rightarrow$  Accept/Reject Option

Review	View	Add-Ins	-			
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mments		Tracking	_		Chan	ges





Page Setup & Printing

#### Page Setup:

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

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

Home	Insert Page Layout References	
Colors - Fonts - Effects - mes	Margins Orientation Size Columns	
Insert Page Layout References Mai	Page Layout References Mailings	
Margins Orientation Size Columns	Orientation Size Columns	tayout References Mailings Ref Breaks * Breaks * Columns be Hyphenation * Letter & B.5* x 11*
Normal Top: 1" Bottom: 1" Left: 1" Right: 1"	Portrait	Tabloid           11° x17°           Legal           8.5° x14°
Narrow Top: 0.5" Bottom: 0.5" Left: 0.5" Right: 0.5"	Landscape	Executive 7.25" × 10.5" A3 11.69" × 16.54"
Moderate Top: 1" Bottom: 1" Left: 0.75" Right: 0.75"		A4 8.27" × 11.69" B4 (JIS) 10.12" × 14.33" B5 (JIS)
Wide Top: 1" Bottom: 1" Left: 2" Right: 2"		B5 (JS) 7.17" x 10.12" Envelope #10 4.12" x 9.5" Envelope Monarch
Mirrored Top: 1" Bottom: 1" Inside: 1.25" Outside:1"		3.88° x 7.5° More Paper Sizes
Office 2003 Default Top: 1" Bottom: 1" Left: 1.25" Right: 1.25"		
Custom M <u>a</u> rgins		

# Try the above and see the effect in your document





## **Printing:**

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

#### File Tab $\rightarrow$ Print $\rightarrow$

W 🚽 🔿 - File	Finally Click to Print <sup>3</sup>	ment1 - Microsoft Word (Product Activation Failed)	- 0 ×
Image: Save Astern of the second of the	Pages  Pages Print One Sided Only print on one side of the page Collated 1,2,3, 1,2,3, 1,2,3 Portrait Orientation A4 8,27" x11.69" Narrow Margins Left 0.5" Right 0.5" 1 Page Per Sheet Page Setup Page Setup	<section-header><section-header><text><text><text><text><text><text><text></text></text></text></text></text></text></text></section-header></section-header>	
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# Few simple MS Word Shortcuts

1.Bold →	Ctrl	+	В
2.Italic→	Ctrl	+	I
3. Underline →	Ctrl	+	U
4. Save →	Ctrl	+	S
5. Print <del>)</del>	Ctrl	+	Ρ
6. New →	Ctrl	+	Ν
7. Undo Last Transaction ->	Ctrl	+	Z
8. Redo Last Transaction $\rightarrow$	Ctrl	+	Y

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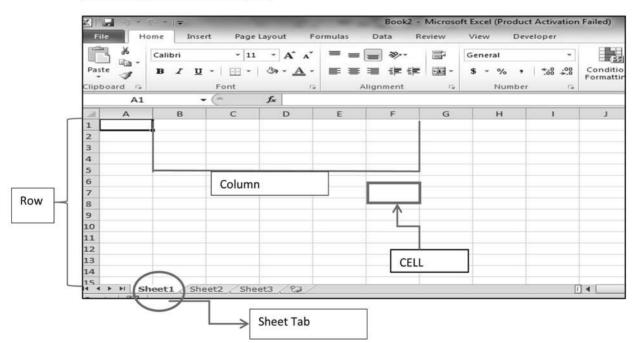
# Work efficiency using MS Excel

#### **Getting started with MS Excel**

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



#### Following window will open



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





50: 50 Technology for Senior Professionals

#### Formating Data in MS Excel

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

File	Home Ins	ert Page Layou	t Formulas Da	ta Review Vi	ew Developer		
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Formatting features Improve and change the appearance of data

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

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

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#### **After Formatting**

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#### **Getting Totals & Summarizes**

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

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

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## Excel Charts to make your Client smile

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

#### The steps to create :

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

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5	MARCH	R	s.630	0.00	Rs.32	20.00	Rs.55	0.00	R	s.330	0.00	Rs	.730.00	)		
6	APRIL	R	s.490	0.00	Rs.8'	70.00	Rs.72	0.00	R	s.200	0.00	Rs	.180.00	)		
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**Step2:** insert tab→ chart group→ column chart (For column chart)

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Pie chart

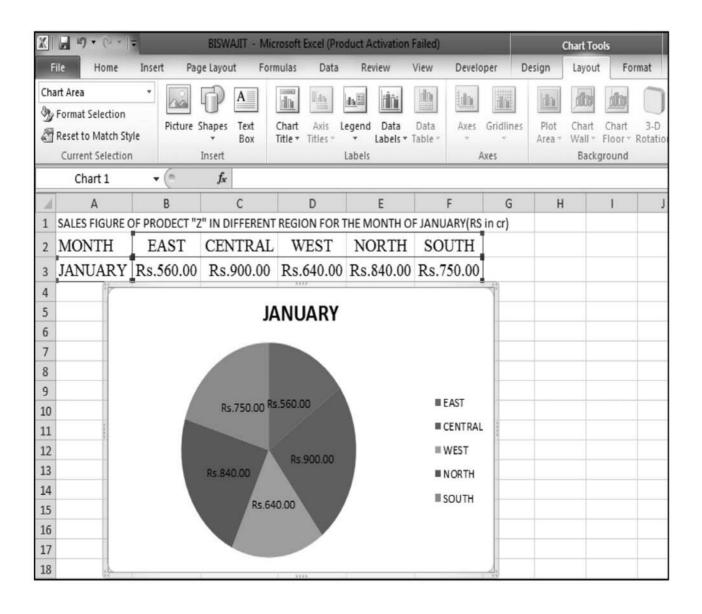
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The process as stated above can be used to create a pie chart too with one difference i.e. Chart Type will be "Pie"





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# Page Set up & Printing

Steps involved :

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

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Final Step : File Button  $\rightarrow$  Print Option  $\rightarrow$  Click on Print Icon to Get Hard Copy

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## 50:50 Technology for Senior Professionals

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## **Few Simple Excel Shortcuts**

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

- i) **Ctrl + X** : To cut the data from present cell range to other cell range for example from A2-C9 to D2-F9 or even to other sheet of same or different excel.
- ii) **Ctrl + C** : To copy data from a cell or range or cells
- iii) **Ctrl + V** : To paste the copied data into another cell or range of cell in same sheet, other sheet or any other place like MS Word, MS Powerpoint, etc
- iv) **F2**: Edit Cell Contents
- v) **Ctrl + 1**: To open format cells dialogue box
- vi) **Alt** + = : To add range of cells with numbers (Auto Sum)
- vii) Shift + F11: Insert new Worksheet





# Acknowledgement

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

Dr. Alok Ray, Joint Secretary, DCO Head

Ms. Malini Sinha Choudhury, Sr. Faculty, ICAI Calcutta Computer Centre

CA Jyoti Luharuka, Executive Officer, EIRC

Ms. Gopa Chakrabarty, Guest Faculty

Mr. Kunal Kanti Das, Guest Faculty

Mr. Sushmit Bhattacharjee, Guest Faculty

Mr. Biswajit Kundu, Guest Faculty





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<u>Notes</u>



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# THE INSTITUTE OF CHARTERED ACCOUNTANTS OF INDIA

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Mr. Arun Kumar Santra, Asst. Secretary	Fellow COP, Cancellation & Restoration of COP, Script	30840287		erofellow@icai.in;							
, , , , , , , , , , , , , , , , , , , ,	Certificate and Fees enquiry, CA. Main Exam			eroexam@icai.in							
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	Script Certificate and fees enquiry										
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Mr. Soumen Mondal, DEO	Restoration of Name, Registration of Firms	30840289		erorestore@icai.in							
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