REPORT ON ICT ACTIVITY: 2018– 19

MICROSOFT WORD FOR A MACRO DATA

In the process of upgrading the research knowledge of faculty through ICT tool, St Francis de Sales College arranges various workshops and training sessions. Recently, the Department of Computer Science conducted one such session titled *Microsoft Word for a Macro Data* on 24th July, 2018. The activity was conducted for the BBA and B.Com postgraduate students in the computer lab.

In the introductory session, the trainer introduced **the objectives of Micro Data** to the participants as "To understand the potential for combining macro and micro data to solve specific research questions. To test for variation between macro units within an micro-level dataset. Link a macro level data set to a micro level data set using statistical software. Understand the different roles of certain weighting schemes for linked micro-macro data. Produce a weight for linked micro and macro data set, so that each macro unit contributes equally to the analysis. Produce a weight for a linked micro and macro data set, so that the analysis reflects the population as a whole. Understand that there are a variety of reasons why the frequency distribution of an individual-level survey data may not match macro-level data for the same macro unit".

The trainer also insisted on major roles of micro data "adjust a weight variable to account for differences between the distributions of a key variable in the survey from the known population distribution. Adjust a weight variable to account for differences, within each macro unit, between the distributions of a key variable in the survey from the known population distribution. Test a hypothesis that outcomes on a particular micro-level variable depend on both micro and macro variables. Test a hypothesis that the effect of one micro-level variable on another depends on the value of a macro-level variable".

Furthermore, the trainer highlighted how to create macro by recording actions, **"In Microsoft Excel, click the View tab in the menu bar. Click the arrow below the Macros option and select the Record Macro option. In the Record Macro window, type a name for the new macro in the Macro name text field. Click the keyboard icon to assign a key combination to execute the macro. In the Customize Keyboard window, click in the Press new shortcut key field, then press the combination of keys you want to use for executing the macro in Microsoft Excel. For example, you could press the keys Ctrl+Shift+M, and that key combination will be entered into the field automatically. Format the data, create a chart or graph from the data, add formulas, and other actions. When you completed all the actions you want to include in the macro, on the View tab, click the arrow below the Macros option and select Stop Recording".

The trainer insisted on "The file format is the structure of a file that tells a program how to display its contents. For example, a Microsoft Word document saved in the .DOC file format is best viewed in Microsoft Word. Even if another program can open the file, it may not have all the features needed to display the document correctly. Programs compatible with a file format may be able to give an overview of a file but may not be able to display all the files features. Also, with some programs opening a file format that is not supported may give you garbage".

Furthermore, the highlighted points were "Click Step-by-Step Mail Merge Wizard. Select document type and select Letters. Click next selecting document. Note that selecting Start from existing document (which we are not doing in this demo) changes the view and gives you the option to choose your document. After you choose it, the Mail Merge Wizard reverts to Use the current document. Create a list by adding data in the New Address List dialog box and clicking OK. Save the list. Note that now that a list has been created, the Mail Merge Wizard reverts to Use an existing list and you have the option to edit the recipient list.Selecting Edit recipient list opens up the Mail Merge Recipients dialog box, where you can edit the list and select or unselect records. In the Insert Address Block dialog box, check or uncheck boxes and select options on the left until the address appears the way you want it to.Note that you can use Match Fields to correct any problems. Clicking Match Fields opens up the Match Fields dialog box, in which you can associate the fields from your list with the fields.

In the Insert Greeting Line dialog box, choose the greeting line format by clicking the drop-down arrows and selecting the options of your choice, and then click ok.

At the end of the session the trainer pointed out that Mail Merge in Microsoft Word is the most useful tool. He added that "Mail Merge is most often used to print or email form letters to multiple recipients. Using Mail Merge, you can easily customize form letters for individual recipients. Mail merge is also used to create envelopes or labels in bulk. This feature works the same in all modern versions of Microsoft Word: 2010, 2013, and 2016.In a blank Microsoft Word document, click on the Mailings tab, and in the Start Mail Merge group, click Start Mail Merge".
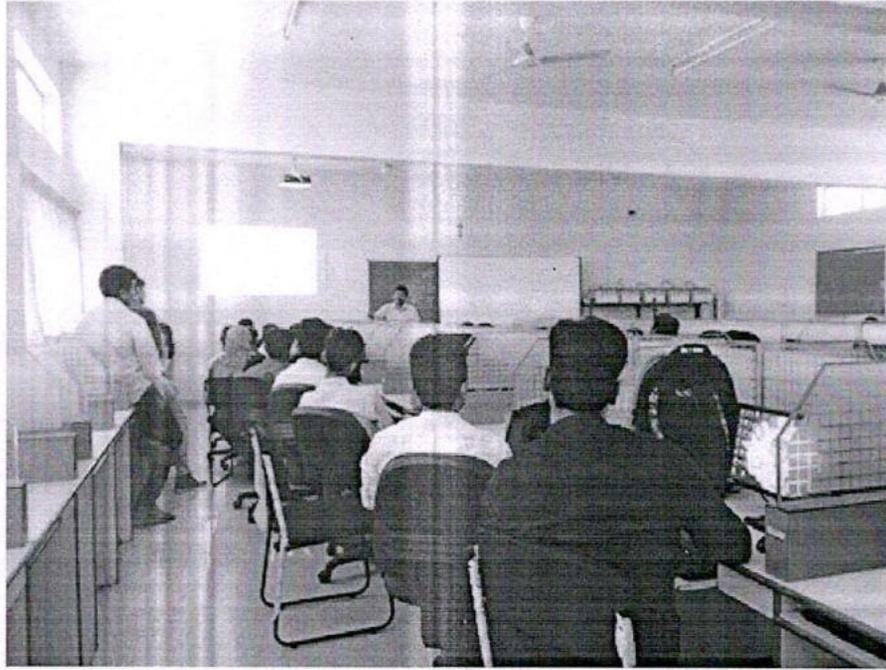
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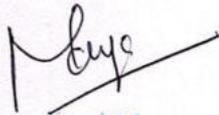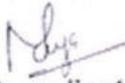
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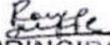Electronics City Post, Bangalore - 560 100.

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A glance of the session *Microsoft Word for a Macro Data* on 24th July, 2018