Subject: IT (Code 402) Video Links

Unit – 1 -Digital Documentation - Advanced

https://www.youtube.com/watch?v=p0eFOvnt-U4 Create and Apply Styles in the document

https://www.youtube.com/watch?v=5P0eE5Otqds Insert and use images in document

https://www.youtube.com/watch?v=OoBbra33VjM Create and use template

https://www.youtube.com/watch?v=ROAEgPmCUiU Create and Customize Table of Content

https://www.youtube.com/watch?v=d6mo8OYkKLo Mail Merge

Unit – 2 -Electronic Spreadsheet - Advanced

https://www.youtube.com/watch?v=gTkwz_1KvOg Consolidating Data

https://www.youtube.com/watch?v=ynXVHbWu6ng What If Analysis Tools

https://www.youtube.com/watch?v=Q7iid0ewh4k Linking Data and Spreadsheet

https://www.youtube.com/watch?v=iWRizk9cxIg Share and Review a Spreadsheet

https://www.youtube.com/watch?v=d6ffSe5RNBg Create and Use Macros in Spreadsheet

Unit -3- DBMS

https://youtu.be/snkKvls-RDI?si=hs6nZTBUAzUzCX04 Install JRE in LibreOffice Base

https://youtu.be/mUstFB54Aec?si=5C4SSxCU33gTB5NA Introduction to Database Management System)

https://youtu.be/vj-i5Q9UFmk?si=riVZ1DC6Q2KTIEHA Starting with LibreOffice Base

https://youtu.be/I3OqJ6pG4Ss?si=FipcLrqR83PLA2Z0 Perform Operation on table

https://youtu.be/SBAuZeRoXjQ?si=dwkRo_u55AnUwZhy Retrieve data using Queres

https://youtu.be/suY6ztiYJro?si=PGZtEoRo1o6Zr3ZF SQL Commands Using LibreOffice

https://youtu.be/y671NYle_Pw?si=cwhfmMmT2_TIa-S0 Create Forms and Reports using wizard

Unit -4- DBMS

https://youtu.be/mXBu8qTBkK8?si=4vbzbtdUo3AOVKji Protect Health and Safety at Work

https://youtu.be/4BsoEbumays?si=aiNtZ2MrOqNdaatc Prevent Accidents and Emergencies

https://youtu.be/XHG_oMLrmzE?si=6zHRObAHhLgP8ouR Maintain Workspace safety