I B.Sc. COMPUTER SCIENCE

MS – OFFICE & HTML LAB (18UCS2P)

List of Programs

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PERSONAL LETTER

AIM:

      To create personal letter in MS-Word and to perform the following operations in it.

1. Text Alignment
2. Change line spacing to 1.5

PROCEDURE:

1. Open **MS Office 2010**– **MS Word** – **File** – **New**.

2. Enter some text in it and select the text and make it as justified text by clicking Align Left icon in the tool bar or **ctrl+L**.

3. Enter some text in it and select the text and make it as justified text by clicking Align Right icon in the tool bar or **ctrl+R**.

4. Enter some text in it and select the text and make it as justified text by clicking Align Center icon in the tool bar or **ctrl+E**.

5. Enter some text in it and select the text and make it as justified text by clicking Align Justification icon in the tool bar or **ctrl+J**.

6. Make a line spacing between the lines as 1.2 using **Format > Paragraph > Indent & Spacing** then select **line spacing** as fixed and change it to 1.5

<u>**OUTPUT**</u>

APPLICATION FORM

From

       M. Senthil

       Near Bus Stand

       Pudukkottai.

To

       Managing Director

       TCS

       Chennai

Respected Sir,

       <u>*Sub*</u>**:** Application for the post of   _____

       With reference to the above subject, I would like to apply myself as a candidate for the above post. I hereby enclose my resume for your kind perusal. I assure that, I will do the very best to give you all satisfaction that you expect from B.Sc., graduate.

       Thanking you,

       Yours truly,

       (M. SENTHIL)

Place : Pudukkottai

Date :

RESUME

AIM:

To create Resume in MS-Word

PROCEDURE:

1. Open **MS Office**-**MS Word** – **File** – **New**

2. Go to **Insert**- **Page Number**-select the position **bottom of the page** and Alignment to **Center** – Click **Ok.**

3. Go to **Table**-**Insert**-**Table**- chose **Number of Columns** 5 and **Rows** to 4. Enter the name, format it (bold and increase the font size via standard tool Bar). And in the second column type the whole address.

4. Whenever you want to increase the number of column in the existing row, Select that row and go to **Table**-click **Split Cells**- enter number of columns-click **Ok.**

5. In order to decrease the existing column numbers, select that columns and Go to **Tables**- click **Merge cells.**

6. Finally type the declaration outside the table with your name aligning right side and date to the left side.

<div align="center">

RESUME

</div>

<div align="right">

M.SENTHIL
Near Bus stand
Pudukkottai
Phone No.: 04322 243230

</div>

OBJECTIVE

      To seek an effulgent job that utilizes my sedulous character and provides a creative and challenging environment and motivates for the enhancement of your firm and myself.

ACADEMIC PROFILE

Degree	University	Name of Institution	year of passing	Percentage
B.Sc.,	Bharathidasan University	H.H.The Rajah's College, Pudukkottai.	2017	60%
HSC	State Board	Govt. Hr.Sec. School Karakurchipudur.	2015-2017	72%
SSLC	State Board	Govt.High..School Pachal.	2015	72%

PERSONAL PROFILE

Full Name   : M. Senthil

Father's Name   : K. Madheswaran

Date of Birth   : 15-02-1999

Nationality   : Indian

Religion   : Hindu

Hobbies   : Drawing, Watching TV

Languages Known   : Tamil & English

<div align="center">

DECLARATION

</div>

      I hereby declare that the information furnished above is true to the best of my knowledge.

PLACE:

DATE :   **M.SENTHIL**

COMPANY LETTERPAD

AIM:

To create Company Letter pad in MS-Word

PROCEDURE:

1. Open **MS Office**-**MS Word** – **File** – **New**.

2. Go to **View**- **Header and Footer**- Type the complete address of a company.

3. Select the Text and click **align right** on the standard tool bar.

4. In order to insert the company logo (create a logo using paint software and save it or use the existing one) inside the header go to **Insert**- **Picture**-**From File**-and browse for the required Picture/file/logo where you have saved – click **Insert.**

5. After inserting the logo/image resize the logo to fit the top left corner of the page by right clicking on the logo, go to **Format Picture** – select

6. **Layout** tab – select the **Wrapping Style** to **Infront of text**- click **ok**.

7. To insert a Line go to **Insert**- **picture**- **Auto shapes**- Select the line and draw below the Logo and the address inside the header.

8. Format the line by Right clicking and selecting **Format Auto shape**-select the **Color and Line** tab- chose your style- click **ok.**

9. Then go to the footer- Insert and format a line as did for header.

10. Type the text inside the footer and below the line.

11. Go to **Format**-**Background**-**Printed Watermark**-**Picture Mark**-Click

12. **Select Picture**- Browse for the required background- click **Washout**-**Apply**-**Ok**

OUTPUT

KID-LEARNING

160 Grange Road
Glen Huntley
Victoria 3163
Ph: +610430001340
Fax: 0417648956
www.edu@kid-Learning.com
Email Priti.kid-Learning.com

<center>**SIMPLE NEWSPAPER**</center>

AIM:

      To create Newspaper format in MS-Word

PROCEDURE:

1. Open **MS Office**-**MS Word** – **File** – **New** - Type the heading

2. Whenever you want to change the number of columns then go to

3. **Insert** – **Break** - Select the section break type as **continuous** - Click **OK**

4. Go to **Format** – **Column** - select the number of columns u want and click **OK.**

5. Type news and whenever you need curser in the next column then go to

6. **Insert** - **Break**- now select **Column Break** – click **Ok.**

7. If you want picture to be inserted then go to **Insert**- **Picture**-**From file**-and browse for the required picture/file-then click I**nsert**

8. Format the text by changing the font size and color by selecting the required text and chose font size, style and color in the formatting tool bar below the menu.

9. Formatting text can also be done by selecting the text and applying the Wordart. For that go to I**nsert- Picture**-**Wordart-** then chose the style you Want and click **Ok**. To change the color of the wordart text, right click on the text and go to **Format Wordart.**

October Second, Celebration of Gandhi jayanti

Gandhi Jayanti is a National Holiday celebrated in India to mark the occasion of the birthday of Mahatma Gandhi, the "Father of the Nation". He was born on October 2, 1869. Hence Gandhi Jayanti is celebrated every year on the 2nd of October. It is one of the three official declared National Holidays of India and is observed in all Indian states and union territories. The United Nations General Assembly announced on 15 June 2007 that it adopted a resolution which declared that the 2nd of October will be celebrated as the International Day of Non-Violence.[1]

On this day, in India, liquor is neither sold nor consumed in his honour.

Some of the famous quotes by Mahatma Gandhi have been listed below:

Live as if you were to die tomorrow. Learn as if you were to live forever.

Fear is not a disease of the body; fear kills the soul.

Computers have Become the part of Life

Computers have come a long way spanning all work areas and influencing every one to become computer literate irrespective of the profession they are in. A thorough knowledge of computer has become a prerequisite for any job. Computers are now being used in each and every field of science, engineering and technology. On an average almost every day an organization or a company is being computerized!

Computers are being used in banks, transport corporations, Finance Institutions, Schools, Colleges, Factories, Grocery shops, Post offices and at many other organization.

New DTE website

Director of technical Education, Bangalore has launched a new website for its users.

Users are requested to go through the following website for more information. http://dte.karnic.in.

MAIL MERGE

AIM:

      To create Mail Merge Letter

PROCEDURE:

1. Open **MS Office**-**MS Word** – **File** – **New**

2. Type your letter which you want to send to the multiple addresses.

3. Go to **Tool**-**Letters and Mailings-Mail Merge**- click **next: Starting Document-Next: Select Recipients**- Click **Type a new list**- Click **Create** – Enter the address-to enter one more click **New Entry.**

4. If you want to change the field names then click **Customize**- Select the Field-**Rename**- Click **ok.**

5. Then in Mail Merge tool bar click **Insert Merge fields** where ever needed.

6. Then finally in the mail Merge tool bar click **Merge to New Document**-**All**- **Ok**-Save the file.

OUTPUT

TO

«Name»

«Address_Line_1»

«Address_Line_2»

«City»

«State»

Sir/Madam,

Subject: Interview letter for the post of **«Job_Title»**

You are hereby informed to attend the interview for the post of **«Job_Title»** on 29th sept, 2010.Bring all the documents and original marks cards without fail.

Date: 5-Sept-10

Mysore   Your faithfully

MANAGER

TO

Ramachandra

2nd cross,3rd main

Kuvempu nagar

Mysore

Karnataka

Sir/Madam,

Subject: Interview letter for the post of Clerk

You are hereby informed to attend the interview for the post of Clerk on 29th sept, 2010.Bring all the documents and original marks cards without fail.

Date: 5-Sept-10

Mysore   Your faithfully

                                                         MANAGER

TO

       Sagam

       7th cross, 5th main

       rajaji nagar

       bangalore

       karnataka

Sir/Madam,

       Subject: Interview letter for the post of Engineer

       You are hereby informed to attend the interview for the post of Engineer on 29th sept, 2010.Bring all the documents and original marks cards without fail.

Date: 5-Sept-10

Mysore   Your faithfully

                                                         MANAGER

TO

       Devraj

       1st cross, 4th main

       HSR layout

       bangalore

       karnataka

Sir/Madam,

Subject: Interview letter for the post of Cook

You are hereby informed to attend the interview for the post of Cook on 29th sept, 2010.Bring all the documents and original marks cards without fail.

Date: 5-Sept-10

Mysore   Your faithfully

MANAGER

TO

Roopesh kumar

3rd cross,3rd main

N R Moholla

Mysore

Karnataka

Sir/Madam,

Subject: Interview letter for the post of Assistant Manager

You are hereby informed to attend the interview for the post of Assistant Manager on 29th sept, 2010.Bring all the documents and original marks cards without fail.

Date: 5-Sept-10

Mysore   Your faithfully

MANAGER

MS – EXCEL

FORMATTING THE CELL

AIM:

To create a worksheet with 4 columns, enter 10 records and find the sum of all columns:

PROCEDURES:

1. Open **MS Office**-**MS Excel** – **File** – **New**

2. Select 3 column and 3 rows at the center of the beginning- **right click**-

Format cells - click select the **alignment tab**- tick **Merge cells** option- **ok**-Type the Heading.

3. Enter the 4 column Heading and 10 row heading by clicking the cursor on to the particular cell.Enter the data for the 4 columns.

4. Select the first column whole data, except the heading and click ∑ **(auto sum)** in the **standard tool bar**- this will add the column's data and places the result at the end.

5. Repeat the same for remaining 3 columns.

OUTPUT

	A	B	C	D	E	F	G	H	I
1									
2									
3					SAVINGS PER YEAR				
4									
5									
6				2001	2002	2003	2004		
7			jan	200	4000	8000	345		
8			feb	300	300	346	123		
9			mar	250	790	787	345		
10			apr	400	380	790	346		
11			may	4500	245	806	230		
12			june	600	466	560	350		
13			july	150	546	350	567		
14			aug	390	677	240	579		
15			sept	350	435	245	780		
16			oct	560	233	100	800		
17			TOTAL	7700	8072	12224	4465		
18									

Microsoft Excel - Excercise 11

EMPLOTEE PAY ROLL

AIM:

To create a report containing the pay details of the employee

PROCEDURE:

1. Open **MS Office**-**MS Excel** – **File** – **New**

2. Select few column and few rows at the center of the beginning- **right Click- Format cells** - click select the **alignment tab**- tick **Merge cells**

option- **ok**-Type the Heading.

3. Enter the column Headings. Enter the data of following columns manually Sl No, Name, Employee Id, Basic, CCA (100 for all the employee) and LIC.

4. Enter the following formula to calculate the respective values.

DA (60% of BASIC)	=D5*0.6
HRA (7.5% of BASIC)	=D5*0.075
Gross	=SUM (D5:G5) or D5+E5+F5+G5
GPF (7% of BASIC)	=D5*0.07
KGID (8% of BASIC)	=D5*0.08
Tot Deduction	=SUM (I5:K5) or I5+J5+K5
Net Salary	=H5-L5

5. After Writing each formula select the cell and drag to the entire column to apply.

OUTPUT

Microsoft Excel - Exercise 12

File Edit View Insert Format Tools Data Window Help

J31

	A	B	C	D	E	F	G	H	I	J	K	L	M
1							Employee Salary Details						
2													
3													
4	SI.No	NAME	Employee ID	Basic	DA	HRA	CCA	GRASS	GPF	KGID	LIC	Tot Duduction	Net Salary
5	1	Smith	101	8000	4800	600	100	13500	560	640	1000	2200	11300
6	2	john	102	900	540	67.5	100	1607.5	63	72	800	935	672.5
7	3	Shek	103	12000	7200	900	100	20200	840	960	550	2350	17850
8	4	Raj	104	9800	5880	735	100	16515	686	784	560	2030	14485
9	5	Anand	105	15000	9000	1125	100	25225	1050	1200	500	2750	22475
10	6	Suresh	106	20000	12000	1500	100	33600	1400	1600	450	3450	30150
11	7	Sharan	107	10000	6000	750	100	16850	700	800	250	1750	15100
12	8	Jimmi	108	12000	7200	900	100	20200	840	960	300	2100	18100
13	9	amit	109	15000	9000	1125	100	25225	1050	1200	260	2510	22715
14	10	daniel	110	22000	13200	1650	100	36950	1540	1760	200	3500	33450
15													

<div align="center">**STUDENT MARK LIST**</div>

AIM:

To create a Student Mark Sheet.

PROCEDURE:

1. Open **MS Office**-**MS Excel** – **File** – **New**

2. Select few column and few rows at the center of the beginning- **right Click- Format cells** - click select the **alignment tab**- tick **Merge cells** option- **ok**-Type the Heading.

3. Enter the column Headings. Enter the data of following columns manually Sl No, Reg no, Name, Science, Maths, English and BCS.

4. Enter the following formula to calculate the respective values.

Total   =SUM (D5:G5)

Percentage   =H5/4

Result   =IF(AND(D5>=35,E5>=35,F5>=35,G5>=35),"PASS","FAIL")

Class   =IF (J5="PASS", IF (I5>=75,"DISTINCTION",

                         IF (I5>=60,"FIRST CLASS",

                         IF (I5>=50,"SECOND CLASS",

                         IF (I5>=35,"PASS")))),"FAIL")

5. After Writing each formula select the cell and drag to the entire column to apply.

OUTPUT

File Edit View Insert Format Tools Data Window Help

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L16

First Semester Student Rsults

SL NO	Regno	Name	Science	Maths	English	BCS	Total	Percentage	Result	Class
1	1260	MANU	60	88	72	90	310	77.5	PASS	DISTINCTION
2	1261	SONU	80	99	46	45	270	67.5	PASS	FIRST CLASS
3	1262	ANU	50	85	43	79	257	64.25	PASS	FIRST CLASS
4	1263	TANU	60	46	45	78	229	57.25	PASS	SECOND CLASS
5	1264	SMITH	56	79	25	82	242	60.5	FAIL	FAIL
6	1265	JOHN	44	46	56	80	226	56.5	PASS	SECOND CLASS
7	1266	RITA	55	53	43	89	240	60	PASS	FIRST CLASS
8	1267	BANU	65	44	44	43	196	49	PASS	PASS
9	1268	DEERU	59	59	75	76	269	67.25	PASS	FIRST CLASS
10	1269	RAM	49	54	30	42	175	43.75	FAIL	FAIL

BAR CHART

AIM:

      To create a simple bar chart to high light the sales of a company for 3 different periods

PROCEDURE:

1. Open **MS Office -- MS Excel** – **File** – **New**

2. Select few column and few rows at the center of the beginning- **right Click- Format cells** - click select the **alignment tab**- tick **Merge cells**

option- **ok**-Type the Heading.

3. Enter the column Heading and row heading. Enter the data in each Column.

4. Select the complete row and column data including the header.

5. Go to **Insert**- **Chart**-**Bars**-Select the Chart Type - Custom **type**- Select the type- **Next**- Select **Column** - **next** – under **Title** give the Heading at **Chart title** – under **Axes** chose the **Primary axis** – under **Legends** chose the **Placement** – under **Data labels** chose **value**- **next**- select the **place chart**-**Finish**.
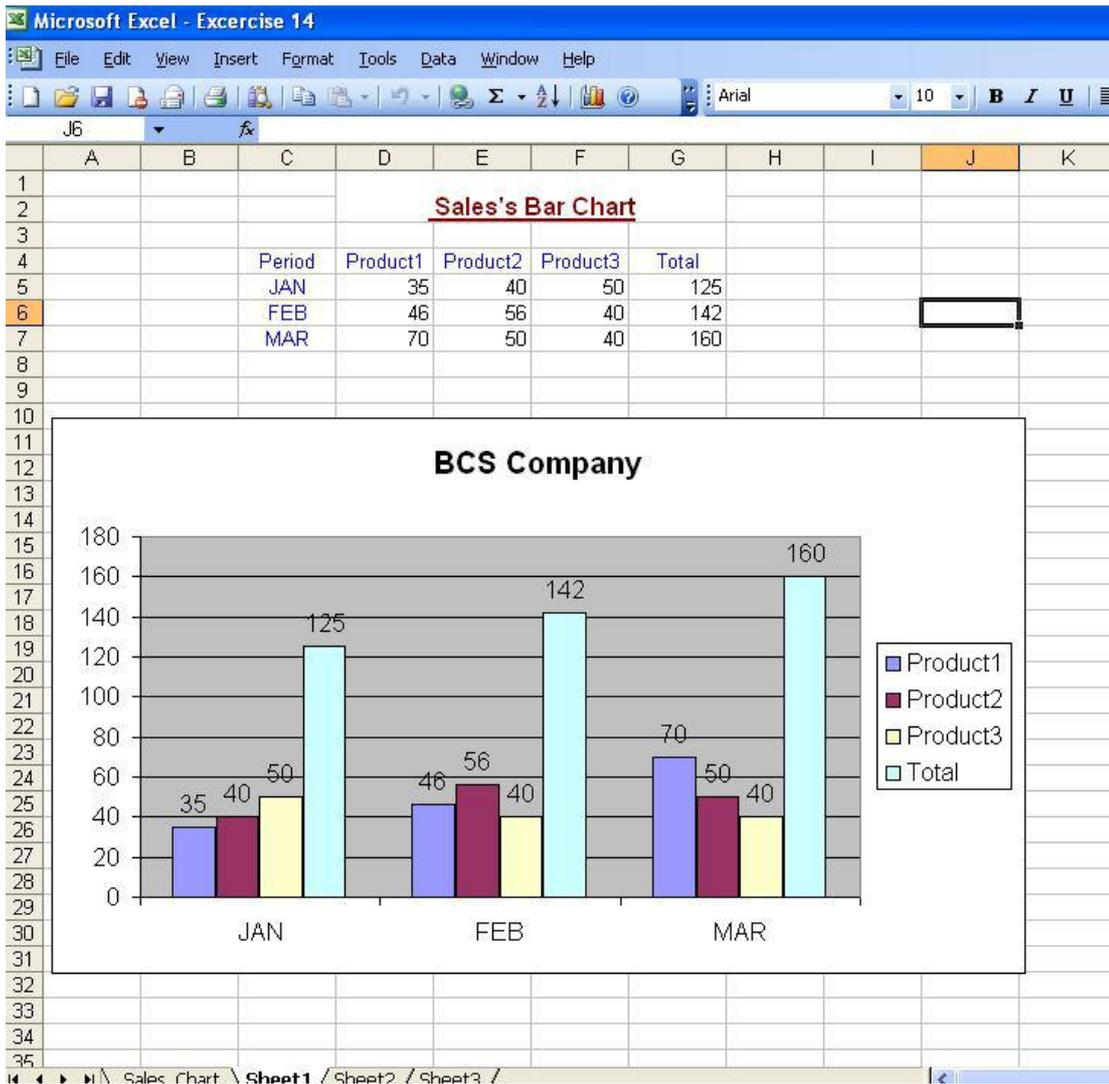
WEB DESIGN – HTML

TITLE AND BODY

AIM:

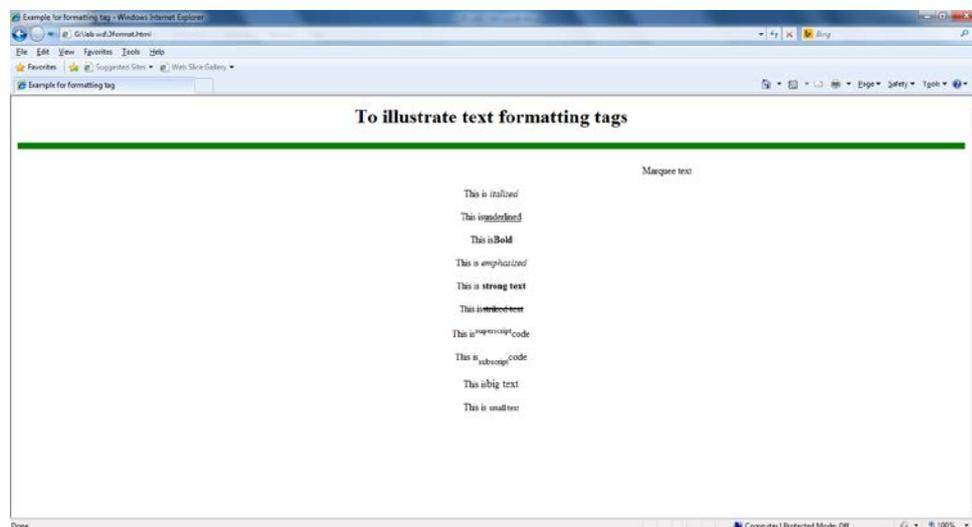To design web page with Title and Body using HTML

PROCEDURE:

1. Open a **Notepad**

2. Write appropriate code to design the Title and Body

3. Save the code with extension of **.html**

4. Open **Internet Explorer Window**

5. Browse and Open the file to run HTML code

6. View the output design on the Internet Explorer Window

```html
<html>
<head>
<title> This is the title tag </title>
</head>
<body  bgcolor="red">
Welcome to HTML
</body>
</html>
```

OUTPUT:
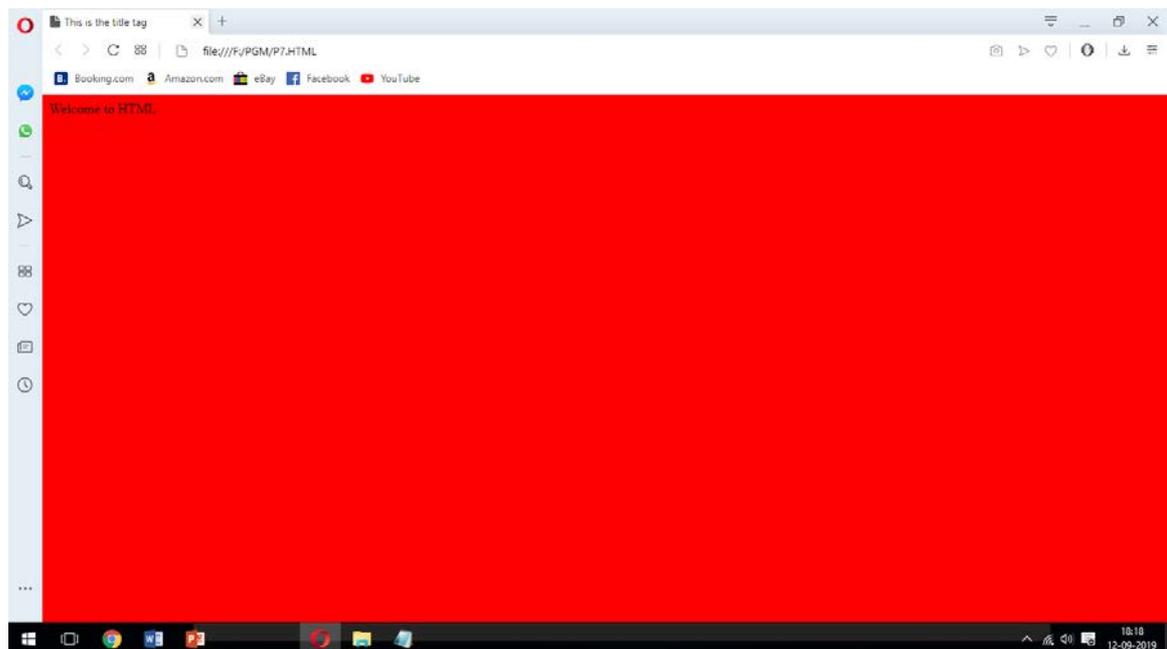
HEADINGS

AIM:

To design web page with Headings using HTML

PROCEDURE:

1. Open a **Notepad**

2. Write appropriate code to design the Headings

3. Save the code with extension of **.html**

4. Open **Internet Explorer Window**

5. Browse and Open the file to run HTML code

6. View the output design on the Internet Explorer Window

```html
<html>
<head>
<title>This is title tag</title>
</head>
<body text="pink"  bgcolor="black">
Display text with color
<h1>Heading1</h1>
<h2>Heading2</h2>
<h3>Heading 3</h3>
<h4>Heading 4</h4>
</body>
</html>
```

OUTPUT:
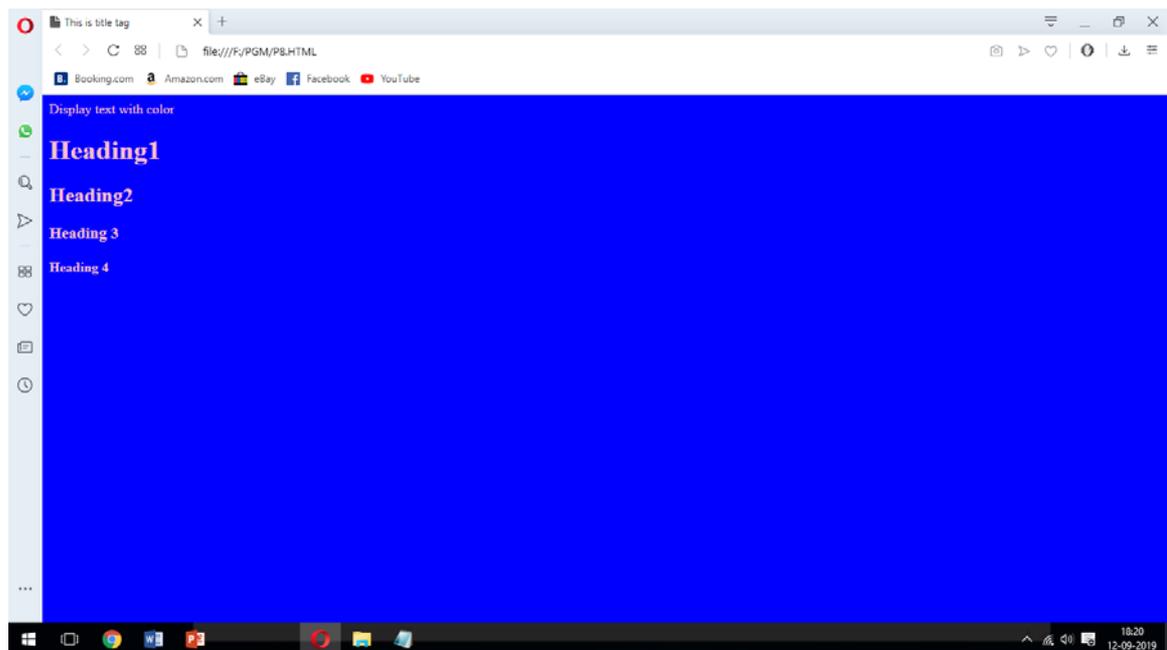
FONT

AIM:

To design web page with various Font using HTML
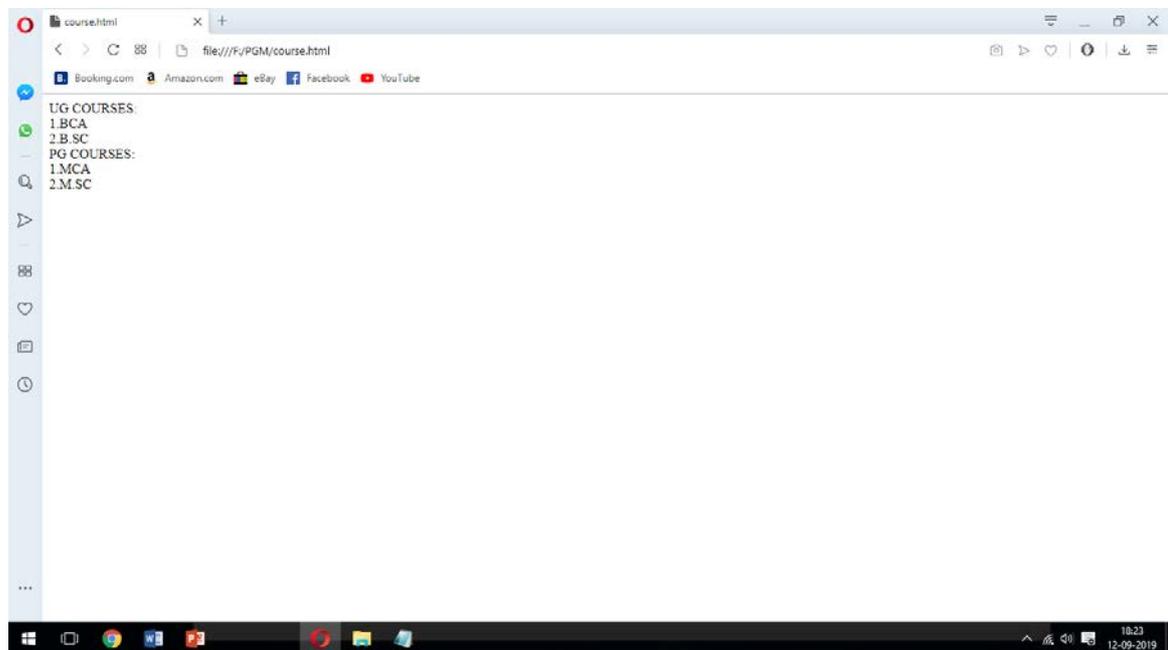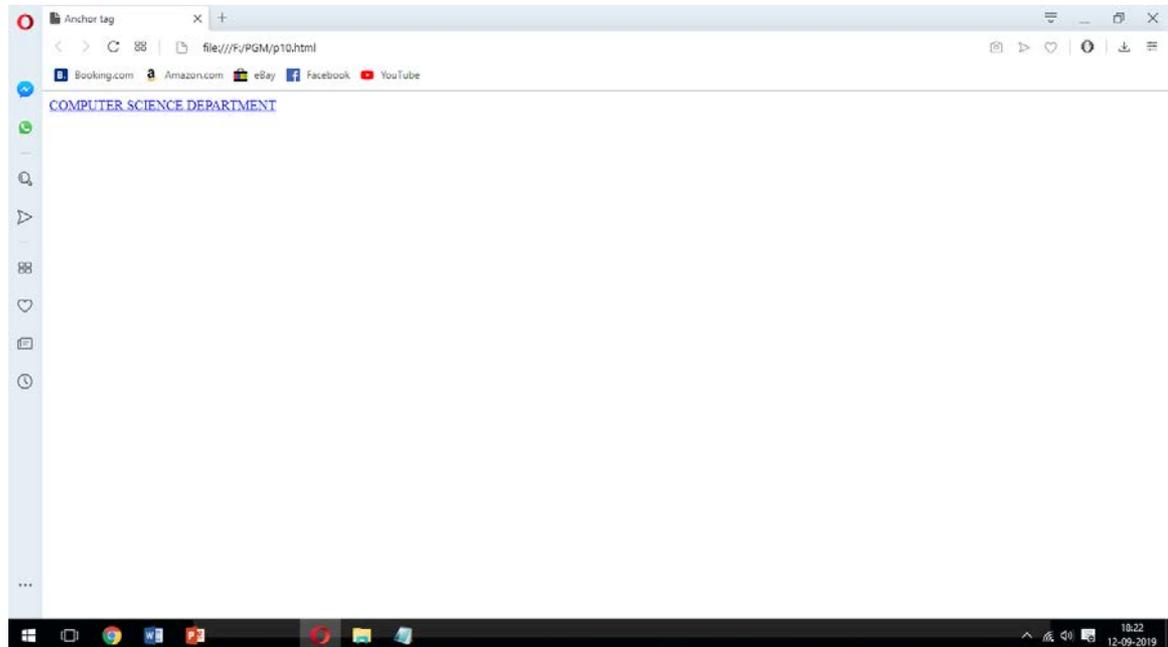
PROCEDURE:

1. Open a **Notepad**

2. Write appropriate code to design the various Font

3. Save the code with extension of **.html**

4. Open **Internet Explorer Window**

5. Browse and Open the file to run HTML code

6. View the output design on the Internet Explorer Window

```html
<html>
<title> Font tag Example </title>
<body>
<font face="arial" size="1" color="blue"> WELCOME </font> <br>
<font size="2" color="cyan"> WELCOME </font> <br>
<font size="3" color="red"> WELCOME </font> <br>
<font size="4" color="yellow"> WELCOME </font> <br>
<font size="5" color="green"> WELCOME </font> <br>
<font size="6" color="brown"> WELCOME </font> <br>
<font size="7" color="pink"> WELCOME </font> <br>
<font size="20" color="gray"> WELCOME </font> <br>
</body>
</html>
```

OUTPUT:
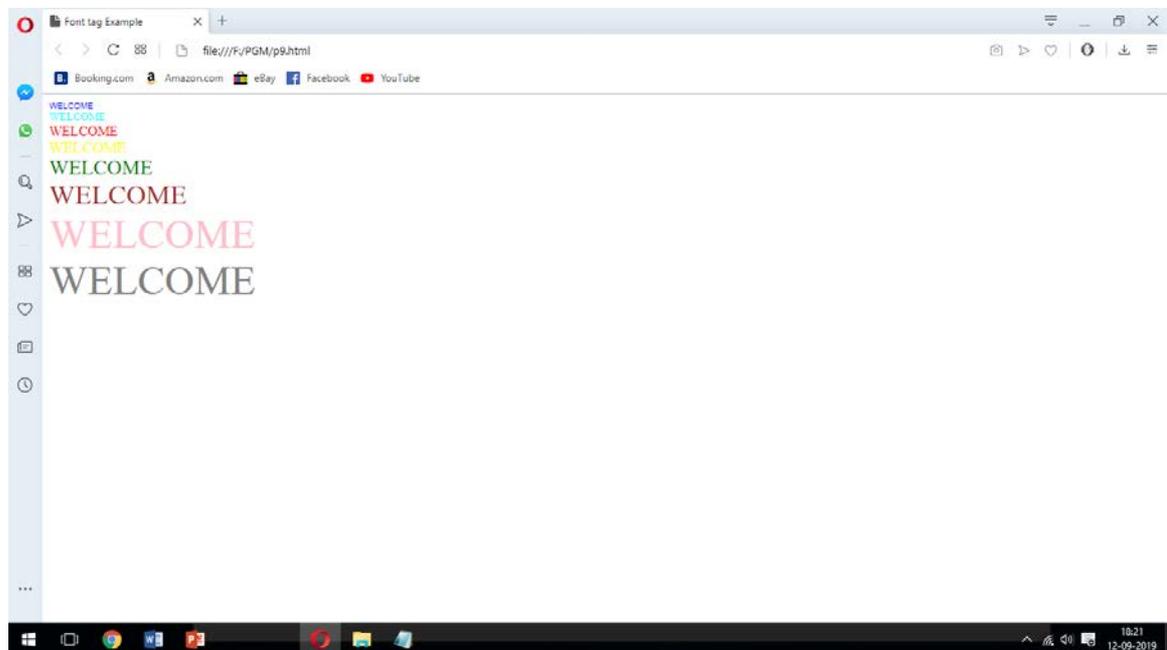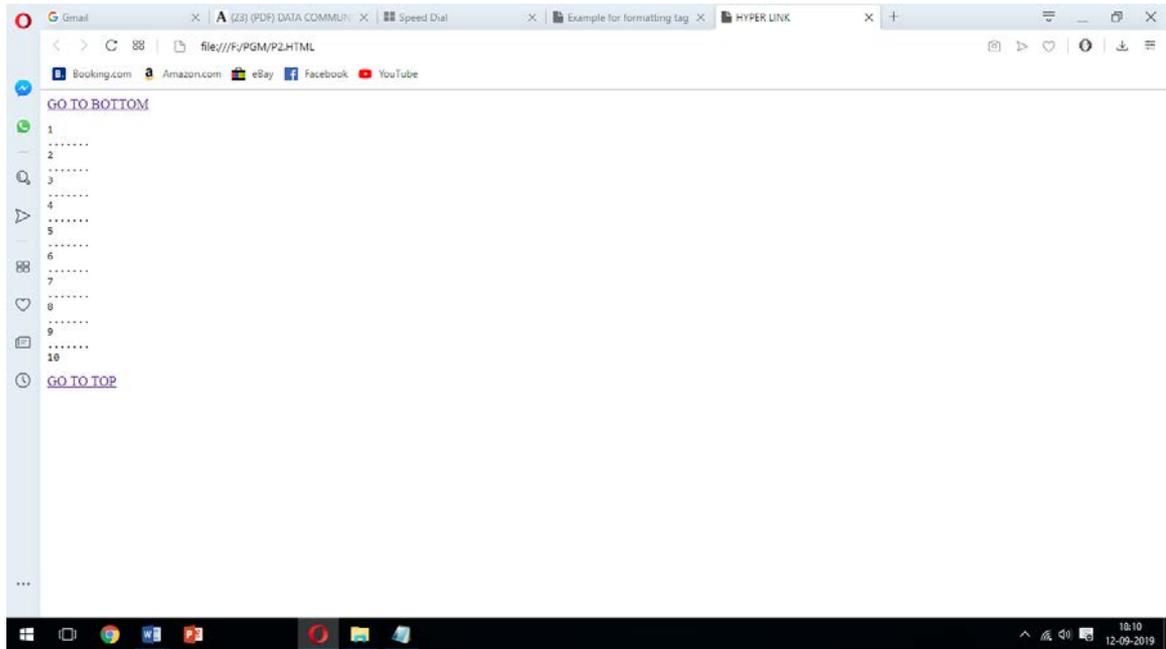
TEXT FORMATTING

AIM:

To design web page with Text Formatting using HTML

PROCEDURE:

1. Open a **Notepad**

2. Write appropriate code to design the Text Formatting

3. Save the code with extension of **.html**

4. Open **Internet Explorer Window**

5. Browse and Open the file to run HTML code

6. View the output design on the Internet Explorer Window

```
<html>
<head>
<title>Example for formatting tag</title>
</head>
<body>
<center>
<h1>To illustrate text formatting tags</h1>
<hr size=10 color="green">
<p><marquee behaviour="rotate">
Marquee text</marquee>
<p>This is <i>italized</i></p>
<p>This is<u>underlined</u></p>
<p>This is<b>Bold</b></p>
<p>This is <em>emphasized</em></p>
<p>This is <strong>strong text</strong></p>
<p>This is<s>striked text</s></p>
<p>This is<sup>superscript</sup>code</p>
<p>This is<sub>subscript</sub>code</p>
<p>This is<big>big text</big></p>
<p>This is <small>small text</small></p>
</center>
</body>
</html>
```

OUTPUT:

ANCHOR TAG

AIM:

To design web page with Anchor Tag using HTML
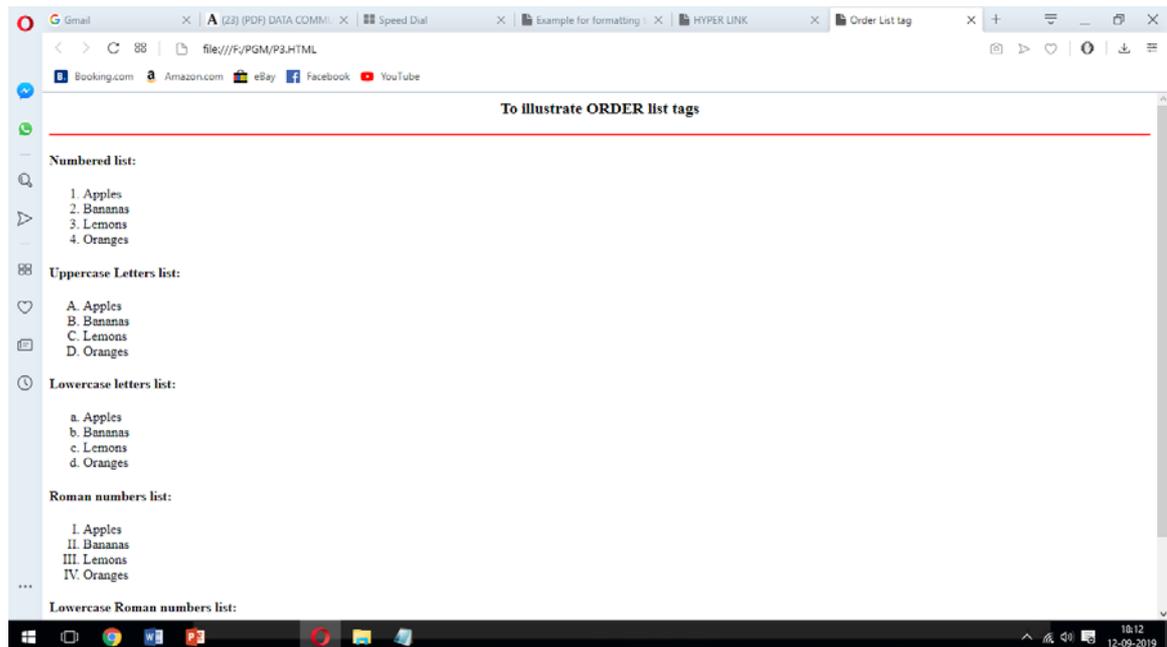
PROCEDURE:

1. Open a **Notepad**

2. Write appropriate code to design the Anchor Tag

3. Save the code with extension of **.html**

4. Open **Internet Explorer Window**

5. Browse and Open the file to run HTML code

6. View the output design on the Internet Explorer Window

```
<html>
<head>
<title>Anchor tag</title>
</head>
<body>
<a href="course.html">
COMPUTER SCIENCE DEPARTMENT
</a>
</body>
</html>
```

COURSE.HTML

```
<html>
<body>
UG COURSES:<br>
1.BCA<br>
2.B.SC<br>
PG COURSES:<br>
1.MCA<br>
2.M.SC<br>
</body>
</html>
```

OUTPUT:

HYPER LINK

AIM:

To design web page with Hyper Link using HTML

PROCEDURE:

1. Open a **Notepad**

2. Write appropriate code to design the Hyper Link

3. Save the code with extension of **.html**

4. Open **Internet Explorer Window**

5. Browse and Open the file to run HTML code

6. View the output design on the Internet Explorer Window

```
<html>
<head>
<title>HYPER LINK</title>
</head>
<body>
<a name=TOP></a>
<a href="#bottom">GO TO BOTTOM</a>
<pre>
1
.......
2
.......
3
.......
4
.......
5
.......
6
.......
7
.......
8
.......
9
.......
10
</pre>
<a name=bottom></a>
<a href="#TOP">GO TO TOP</a>
</body>
</html>
```

OUTPUT:

ORDERED LIST

AIM:

       To design web page with Ordered List using HTML

PROCEDURE:

1. Open a **Notepad**

2. Write appropriate code to design the Ordered List

3. Save the code with extension of **.html**

4. Open **Internet Explorer Window**

5. Browse and Open the file to run HTML code

6. View the output design on the Internet Explorer Window

```
<html>
<head>
<title> Order List tag </title>
</head>
<body>
<h3 align="center" >To illustrate ORDER list tags</h3>
<hr COLOR="RED">
<h4>Numbered list:</h4>
<ol>
<li>Apples</li>
<li>Bananas</li>
<li>Lemons</li>
<li>Oranges</li>
</ol>
<h4>Uppercase Letters list:</h4>
<ol type="A">
<li>Apples</li>
<li>Bananas</li>
<li>Lemons</li>
<li>Oranges</li>
</ol>
<h4>Lowercase letters list:</h4>
<ol type="a">
<li>Apples</li>
<li>Bananas</li>
<li>Lemons</li>
<li>Oranges</li>
</ol>
<h4>Roman numbers list:</h4>
<ol type="I">
<li>Apples</li>
<li>Bananas</li>
<li>Lemons</li>
<li>Oranges</li>
```

```
</ol>
<h4>Lowercase Roman numbers list:</h4>
<ol type="i">
<li>Apples</li>
<li>Bananas</li>
<li>Lemons</li>
<li>Oranges</li>
</ol>
</body>
</html>
```
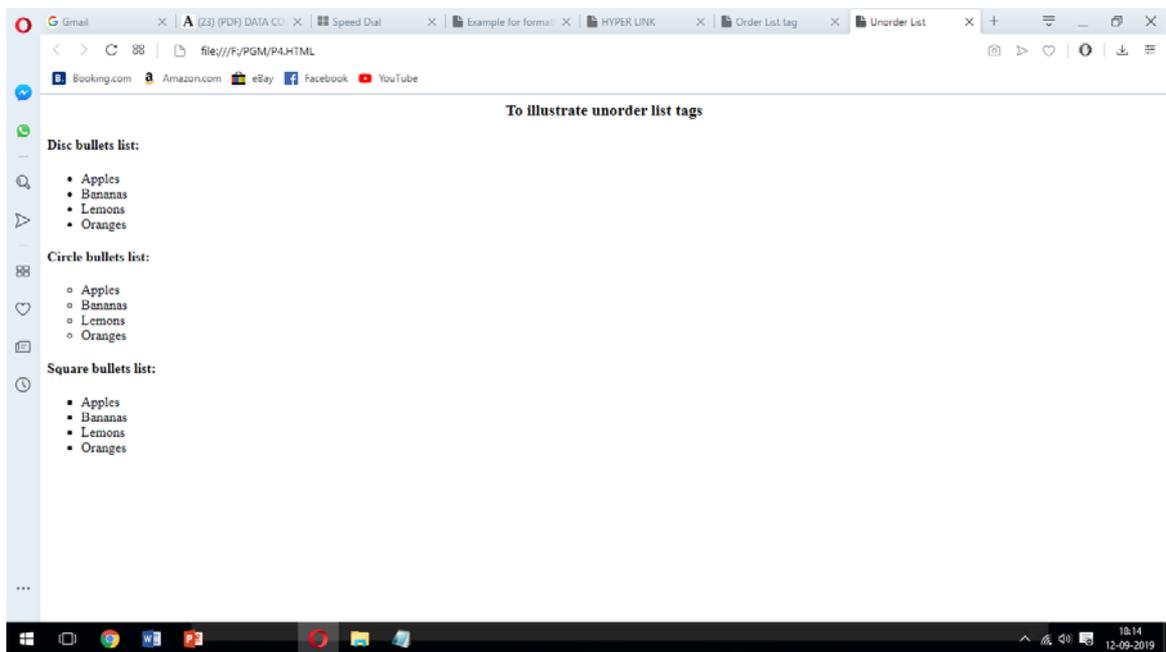
OUTPUT:

UNORDERED LIST

AIM:

To design web page with Unordered List using HTML

PROCEDURE:

1. Open a **Notepad**

2. Write appropriate code to design the Unordered List

3. Save the code with extension of **.html**

4. Open **Internet Explorer Window**

5. Browse and Open the file to run HTML code

6. View the output design on the Internet Explorer Window

```
<html>
<head>
<title> Unorder List </title>
</head>
<body>
<h3 align="center"> To illustrate unorder list tags </h3>
 <h4>Disc bullets list:</h4>
<ul type="disc">
<li>Apples</li>
<li>Bananas</li>
<li>Lemons</li>
<li>Oranges</li>
</ul>
<h4>Circle bullets list:</h4>
<ul type="circle">
<li>Apples</li>
<li>Bananas</li>
<li>Lemons</li>
<li>Oranges</li>
</ul>
<h4>Square bullets list:</h4>
<ul type="square">
<li>Apples</li>
<li>Bananas</li>
<li>Lemons</li>
<li>Oranges</li>
</ul>
</body>
</html>
```
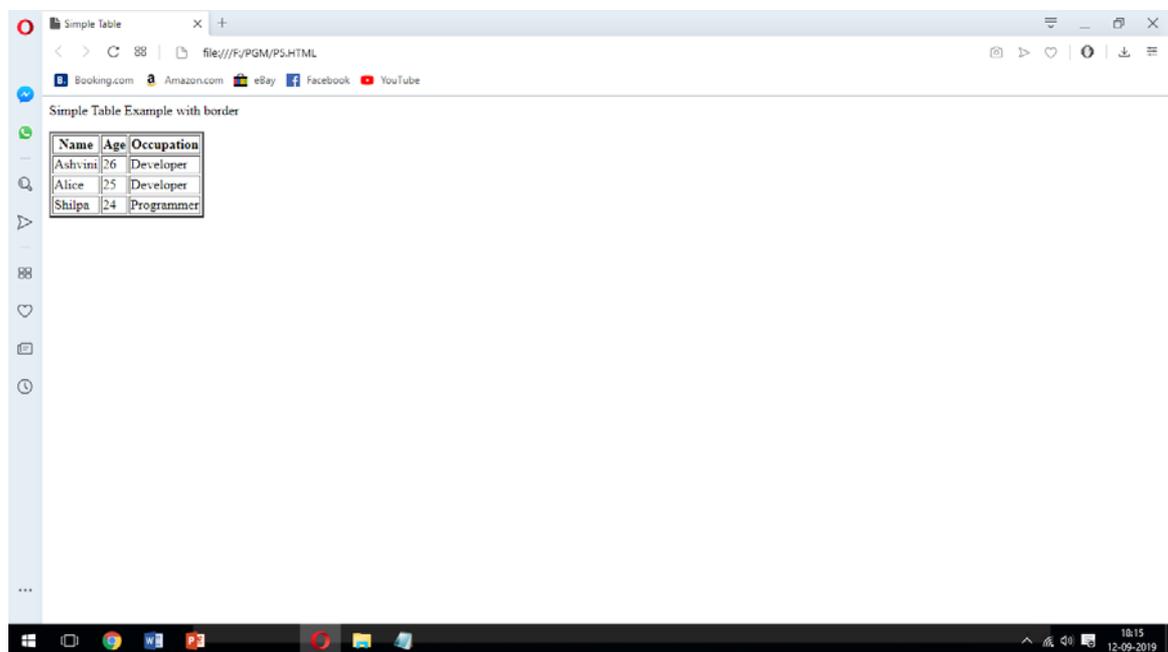
OUTPUT:

SIMPLE TABLE

AIM:

To design web page with Simple Table using HTML

PROCEDURE:

1. Open a **Notepad**

2. Write appropriate code to design the Simple Table

3. Save the code with extension of **.html**

4. Open **Internet Explorer Window**

5. Browse and Open the file to run HTML code

6. View the output design on the Internet Explorer Window

```html
<html>
<head>
<title>Simple Table</title>
</head>
<body>
<p>
Simple Table Example with border
</p>
<table border="2">
<tr>
<th>Name</th>
<th>Age</th>
<th>Occupation</th>
</tr>
<tr>
<td>Ashvini</td>
<td>26</td>
<td>Developer</td>
</tr>
<tr>
<td>Alice</td>
<td>25</td>
<td>Developer</td>
</tr>
<td>Shilpa</td>
<td>24</td>
<td>Programmer</td>
</tr>
</table>
</body>
</html>
```

OUTPUT:

FORM BASED

AIM:

To design web page with Form based using HTML

PROCEDURE:

1. Open a **Notepad**

2. Write appropriate code to design the Form based

3. Save the code with extension of **.html**

4. Open **Internet Explorer Window**

5. Browse and Open the file to run HTML code

6. View the output design on the Internet Explorer Window

```html
<html>
<head>
<title> form tag </title>
</head>
<body>
<center>
<h3 align="center">To illustrate form based tags</h3> <hr color="red">
<form action="">
<p>This is a text box to enter any text.<input type="text" >
<p>This is a text box to enter password.<input type="password" >
<p>This is a text area to enter large text<textarea> </textarea>
<p>This is a button.<input type="button" Value="Click" >
<p><b><u>Radio Options</u></b><br>
<input type="radio" name="y" checked> yes
<input type="radio" name="n" checked> no </p>
<p><b><u>Checkbox Options</u></b><br>
Sunday<input type="checkbox" checked >
Monday<input type="checkbox" >
Tuesday<input type="checkbox" >
</p>
<p><b><u>Menu driven options </u></b>
<select name="cars">
<option value="volvo">Volvo</option>
<option value="saab">Saab</option>
<option value="fiat">Fiat</option>
<option value="audi">Audi</option>
</select></p>
</form>
</center>
</body>
</html>
```

OUTPUT: