



THE BHAWANIPUR EDUCATION SOCIETY COLLEGE

A MINORITY RUN COLLEGE. AFFILIATED TO UNIVERSITY OF CALCUTTA
 RECOGNISED UNDER SECTION 2(F) & 12 (B) OF THE UGC ACT, 1956

IT ASSIGNMENT (2017-2018) B. Com (H) Part II

1. Create the following table using Spread Sheet:

Your store name here (centred across columns)

ITEM CODE	ITEM NAME	INVENTORY START	INVENTORY END	QUANTITY SOLD	WHOLESALE COST PER ITEM	RETAIL PRICE	GROSS PROFIT	Insurance	Tax	Net Profit
ITM1	Pen Drive	529	193		Rs.50					
ITM2	Mouse									
Total										

- a) Align text on the right and use borders where appropriate
- b) Use auto fill feature to fill the Item code column.
- c) Quantity Sold: $\text{Quantity sold} = \text{start inventory} - \text{end inventory}$
- d) Retail Price: $\text{retail price} = \text{wholesale cost} + (\text{wholesale cost} * \text{markup percentage i.e; } 35\%)$
- e) Gross Profit: $\text{gross profit} = (\text{retail price} - \text{wholesale cost}) * \text{quantity sold}$
- f) Insurance = 5% of Total Gross Profit
- g) Taxes = if Gross Profit \leq Rs.15,000, then Taxes = $\text{Gross Profit} * 20\%$, otherwise Taxes = $\text{Gross Profit} * 30\%$
- h) Calculate the total Expenses i.e. insurance, tax etc.
- i) Calculate the Net Profit: $= \text{Gross Profit} - \text{Expenses}$
- j) Rename the worksheet to Store
- k) Create a 3-D pie chart on another sheet for Gross Profit
- l) Rename the chart worksheet Pie Chart



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2. Write the paragraph using a *word processor*:

An easy way to keep track of documents on your computer is to use the Documents library. By default, the Documents library shows all the documents located in the My Documents folder, but you can include other folders in your Documents library too. For more information, see Include folders in a library.

- Change the font of the paragraph with courier new, bold italic, size 18
- Change the alignment with justified
- Give line spacing double
- Give the line spacing 1.5.
- Give a heading as "Library" using the header
- Replace the word "Documents" with "doc".
- Set the margin of the content as follows
Left 1.5" right .5"
Top 1" Bottom .5"

3. Use mail merge feature of *word processor* to do the following:

Write a letter to invite applicants for job interview.

Whole letter should have the following format:

- Font type = "Arial"
- Font Size= 12
- Use Header and write "Letter for Job Interview "
- Create a data source with fields: FName, LName, City, Pin, Job Title, Venue, Date.
- Enter 10 different meaningful data in the data source.
- Insert the data field accordingly.

Merge the letter to produce different letters.

4. Write the paragraph using *word processor*:

Commerce

is the activity of buying and selling, especially on a large scale. The system includes legal, economic, political, social, cultural and technological

systems that are in operation in any country or internationally. Thus, commerce is a system or an environment that affects the business prospects of economies. It can also be defined as a component of business which includes all activities, functions and institutions involved in transferring goods from producers to consumers.



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- Change the font of the paragraph with Arial, bold italic, size 20,
- Change the alignment with justified
- Give line spacing double
- Replace the keyword "Commerce" to "Business".
- Insert an image

5. Create the following structure in Spreadsheet: -

Roll No	Name	FA	Tax	DIT	Total Marks	Maximum Marks	Minimum Marks	Grade
1	A. Bansal							
2	B. Shah							
3	C. R. Das							
4	D. K Roy							

- Write down the formula to find out the **Total Marks, Maximum Marks and Minimum Marks.**
- Using formula (If) calculate the Grade according the following rule.

Total marks Grade

- 75 >= Star
- 60 >=First class
- 45 >=Second class
- <45 Fail

- Create a pie chart to show the Name and his/her Total marks.

6. Create the following structure in Spreadsheet: -

ID	Name	Basic Salary	DA	TA	Gross Salary	TDS	Net Salary	Designation
1	A	30,000						
2	B	8,000						
3	C	3,000						

- Write down the formula to find out the DA and Gross Salary. (DA 50% and TA 20% on Basic Salary).
- Gross Salary=Basic+DA+TA
- Calculate TDS 4% on Gross salary
- Net Salary=Gross Salary-TDS
- Using If statement calculate the Designation



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If Gross salary \geq 50000 then designation is "Manager"

If Gross salary \geq 25000 but $<$ 50000 designation is "Clerk"

If Gross salary $<$ 25000 then designation is "Worker"

7. Create the following structure in Spreadsheet: -

U_ID	Name	Basic Salary	DA	Gross Salary
H1	Nisha Jain	10,000		
H2	Joy Dutta	5,000		
H3	Soham Rai	30,000		
H4	Sachin Aggarwal	35,000		

a) Write down the formula to find out the DA and Gross Salary. (DA 50% on Basic Salary).

b) Sort the Items in descending order depending on the Gross Salary.

c) Create a bar chart to show the Name and his/her Gross Salary.

d) Create a bar chart to show the Name and its Gross Salary.

8. Create the following database Structure using database

Student	
Field Name	Data Type
S_ID	AutoNumber
S_name	Text
Age	Number
Marks	Number
Mobile_No	Number
Grade	Text

Insert 10 meaningful records.

Write down the SQL commands to perform the following queries:

a) Display all the records.

b) Display name of all Students.

c) Display the students name those age is greater than 20.



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9. Create a company in tally with your roll number as name and create a trial balance and balance sheet with the following information.

Cash Rs. 50,000
Bank (SBI) Rs. 30,000
Creditors Rs. 20,000
Debtors Rs. 40,000
Furniture Rs. 50,000

Pass the following Vouchers

- a) Petty cash expenses Rs. 1000
- b) Cash stolen Rs. 5000

Purchased 3 printers @ 3500 each, by cheque.

10. Using open office database create a database named "mydatabase". Now create a table according to the following fields. Use data types as you deem correct. Use your roll no. as the name of the table.

Column names are

StudentId

StudentName

StudentAddress

StudentPhoneNumber

Marks

Write SQL query for the following questions.

- a) Display full information of the table.
- b) Display the name of the students who have scored more than 80 % marks.
- c) Display Student name and his/her phone number of all the students.