



The Bhawanipur Education Society College  
Department of Commerce  
B.COM Semester-III (Afternoon & Evening Section)  
IT Practical Assignment Copy Signature  
Paper: SEC-3.1 CHg

**NOTICE**

It is hereby notified to all **B.Com (Afternoon & Evening Section), Honours and General Students of Semester III,2022** that they need to be physically present for their **IT PRACTICAL ASSIGNMENT COPY SIGNATURE**, at **ROOM NO. 430**, as per following schedule:

	Time		
Date & Day	3:00 pm	4:00 pm	5:00 pm
05.12.2022 (Monday)	-	A1 (AS1)	E5 (ES3)
06.12.2022 (Tuesday)	-	A3 (AS2)	E1 (ES1)
07.12.2022 (Wednesday)	A4 (AS2)	-	E2 (ES1)
08.12.2022 (Thursday)	A2 (AS1)	-	E3 (ES2)
09.12.2022 (Friday)	-	-	E4(ES2),E6(ES3), E7(ES3)

***Assignment Copy Preparation Instructions:***

1. **Hard Bound Lab File/Copy** (without shoelace), to be used.
2. Write the questions as given in the assignment followed by their steps of solving on the ruled portion and take screenshots of output/result pages and colour printout of the output/result pages.
3. Cut and paste the printouts on the white pages corresponding to the question/ solution steps.
4. On the first page, mention the following details:
  - **Name of the Candidate**
  - **Semester**
  - **CU Roll Number (used in Semester II examination)**
  - **CU Registration Number**
  - **College UID**
5. Cover your assignment file/copy with brown paper.
6. **No Xerox/Photocopy is allowed.**

*S. Chakraborty*  
Saspo Chakraborty

**Vice Principal (Commerce)**

Department of Commerce

**Afternoon and Evening Section**

**DEPARTMENT OF COMMERCE**  
**B.Com. - Semester III**  
**Subject: Information Technology & its Applications in**  
**Business Paper Code: SEC 3.1Chg**  
**Practical Assignment (2022)**

1) Using **MS-Word**, do the following:

a. Type the following paragraph -

Data and Information seem to have the same meaning apparently, but they are not the same. 'Data' is the plural form of the word 'Datum' which means unorganised raw facts. Data is meaningless unless it is processed and structured, whereas information is the organised collection of data which can be used for various purposes. When data is processed to make meaningful for any purpose, it becomes Information.

In the modern world, information is one of the important resources that the business entities must deal with for their successful functioning. Again, if the information is purposefully collected and applied properly for decision making, it becomes knowledge.

b. Apply DropCap feature.

c. Make the alignment for the paragraphs "Justify", Font size - "14", Font Style - "Times New Roman".

d. Make the word "Datum": Bold, Italics and Underline it.

e. Find the word "Information" using Find Command and Replace it with the word "Info". f. Apply Header & Footer: "IT Assignments" as the text for Header and Page

No. as Footer. g. Set the Page Margin as "Moderate".

2) Using **Mail Merge** option of Ms-Word do the following:

Use the following information to determine the fields needed for your data source and enter the records. Save the data source by the name class info.

Field Names	Record 1	Record 2	Record 3
Title	Ms.	Mr.	Mr.
First Name	Jyoti	Amit	Rohit
Last Name	Smith	Gupta	Sharma
Job Title	President	Comptroller	Manager
Company	New Company	ABC Company	XYZ Company
Address1	H No 424 sector 8D	890 Fifth Avenue	412 Central
City	Chandigarh	New Delhi	Kolkata
Date	10/28/2010	10/25/2010	10/30/2010

Type the following letter:

To,  
<<First Name>> <<Last Name>>,  
<<Address1>>  
<<City>>

Dear <<Title> <<First Name>>,

You are called for an interview for the post of <<Job Title>> on <<Date>> at 9:00 A.M with your original documents and two passport size photographs. Kindly be there on time.

Yours Sincerely,  
HR Department,  
ABC Limited  
Phase -7, Mohali

3) From the following information, Calculate the Total Marks, Average Marks and Grade of every student with the help of suitable formulas & functions in MS-Excel:

Name	Financial Accounting	Economics	Business Maths	Cost Management	Taxation
Aniket Biswas	88	85	91	92	89
Samiran Kabiraj	91	90	90	90	88
Surajit Das	75	85	72	72	70
Sourav Gupta	84	85	90	90	89
Ranjeet Singh	65	62	64	64	69
Sukanta Mishra	60	58	60	60	61
Rubel Sana	45	48	41	41	42
Souvik Sarkar	29	28	29	29	25

Grade the student as A,B,C according to the following rule:

- (i) if total marks  $\geq 400$ , then the grade is "A"
- (ii) if total marks  $\geq 300$  but  $< 400$  then the grade is "B"
- (iii) if total marks  $< 300$  then the grade is "C"

4.a) Mr. A has taken a loan of ₹1,00,000 with an interest rate of 12% p.a. payable in 20 instalments each year for a period of 5 years. Calculate the amount of each instalment to be paid.

b) Write an excel function to calculate how much loan I can take from the bank for 10 years if the rate is 6% and monthly payment to be made is ₹7,775.

5) Consider the following table in Excel and create a line chart from the values:

X	Y	Z
0	2	2
14	6	11
1	8	3
10	5	13
5	6	4

Find the correlation coefficients between multiple variables. Use the above table as input range.

6) Prepare a PowerPoint Presentation (minimum 10 slides) on the topic “Effects of Online Teaching” with suitable Design, Images, Animations & Hyperlink.

7) In Ms-Access create a table named Player with the following structure and data

PCode	Player name	Age	Match Played	Run		Country
1	Ramesh Yadav	39	250	6520	50	India
66	Ramiz Islam	28	56	3020	150	Pakistan
12	Soumen Nandi	35	260	8920	20	India
35	Peter Mc Lan	32	152	4852	25	Australia
42	Robin Smith	37	253	6532	0	England

Write SQL statement to solve the following:

- Sort the database according to Run
- Display names of all the Indian Players
- Display all the records of players who have taken more than 45 wickets
- Find the total run of all players.

8) Create the following tables in MS-Access inside a database named **Store: Table: Supplier**

Supplier_Number	Supplier_Name	Supplier_Street	Supplier_City	Supplier_State	Supplier_Zip
8259	CBM Inc.	74 5 <sup>th</sup> Avenue	Dayton	OH	45220
8261	B. R. Molds	1277 Gandolly Street	Cleveland	OH	49345
8263	Jackson Composites	8233 Micklin Street	Lexington	KY	56723
8444	Bryant Corporation	4315 Mill Drive	Rochester	NY	11344

**Table: Parts**

Part_Number	Part_Name	Unit_Price	Supplier_Number
137	Door latch	22.00	8259
145	Side mirror	12.00	8444
150	Door molding	6.00	8263
152	Door lock	31.00	8259
155	Compressor	54.00	8261
178	Door handle	10.00	8259

- Create relationship between the two tables and write following SQL commands:
- Display supplier name, part name and price of CBM Inc
  - Display the name of the part with maximum Unit\_Price
  - Display records of only those suppliers whose state is "OH"
  - Display the name and price of the parts starting with "Door"
- 9) Create the following form in HTML:

### User Input Form

Personal Particular

Name:

Password:

Gender:  Male  Female

Age:

Languages

Java  C/C++  C#

Instruction

Enter your instruction here...

- 10) Create the following web page using appropriate controls:

## Digital World

### Menu:

- Social Networking and Websites
- Social Media
- Social Media Network
- Content

## What is Social networking?



Social Networking is the grouping of individual into specific groups, like small rural communities or a neighbourhood, if you will. Although, networking is possible in person, especially at schools or in the workplace, it is most popular online.

### List of Major Social Networking Websites

Name	Focus
Facebook	Socializing
ANoba	Books
Avatars United	Online Games