



**The Bhawanipur Education Society College
Department of Commerce (Morning Section)**

B.COM Semester-III

IT Practical Assignment Copy Signature

Paper: SEC-3.1 Chg

NOTICE

It is hereby notified to all **B.Com (Morning Section), Honours and General Students of Semester III, 2022** that they need to be physically present for their **IT PRACTICAL ASSIGNMENT COPY SIGNATURE**, as per following schedule:

| Date & Day | Time | | |
|---------------------------|-----------------------------------------------|-----------------------|-----------------------------------------------|
| | 6:15 AM | 8:15 AM | 9:15 AM |
| 05.12.2022 (Monday) | S1 (M1) (Room – 513) | S3 (M11) (Room – 515) | S2 (M6) (Room – 513) S4 (M15) (Room – 515) |
| 06.12.2022 (Tuesday) | S1 (M2) (Room – 513) S4 (M16) (Room – 515) | S2 (M7) (Room – 515) | S3 (M12) (Room – 513) |
| 07.12.2022 (Wednesday) | S4 (M17) (Room – 513) | S2 (M8) (Room – 515) | S1 (M3) (Room – 513) S3 (M13) (Room – 515) |
| 08.12.2022 (Thursday) | S1 (M4) (Room – 513) S3 (M14) (Room – 515) | S4 (M18) (Room – 515) | S2 (M9) (Room – 513) |
| 09.12.2022 (Friday) | S1 (M5) (Room – 513) | | S2 (M10) (Room – 513) |

Assignment Copy Preparation Instructions:

1. Write the question 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.
2. Cut and paste the printouts on the white pages corresponding to the question/ solution steps.
3. **Hard Bound Lab File/Copy** (without shoelace), to be used.
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.**

Prof. Minakshi Chaturvedi

Co-ordinator

Dept. of Commerce (Mor. Sec)

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 |
| Address 1 | 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 ≥ 400 , then the grade is "A"
- (ii) if total marks ≥ 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 the 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 a excel function to calculate how much loan I can take from 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 | Wicket | 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 th 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](#)
- [Should you Join](#)
- [Starting Your own Network](#)
- [Contact Us](#)

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 in schools or in the workplace, it is most popular online.

List of Major Social Networking Websites

| Name | Focus |
|----------------|--------------|
| Facebook | Socialising |
| ANobii | Books |
| Avatars United | Online Games |