



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

DEPARTMENT OF COMMERCE

B.Com. - Semester III

Subject: Information Technology & its Applications in Business

Paper Code: SEC 3.1Chg

Practical Assignment (2025)

Assignment Copy Preparation Instructions

1. **Hard Bound Lab Notebook (shoelace file)**, to be used.
2. There is **no need to write the questions** in the notebook. Only write the steps/formulae used for solving on the ruled pages.
3. Cut and paste the printouts neatly on the blank pages corresponding to the solution steps (**Don't paste screenshot pictures**).
4. CU Roll Number must be mentioned on the header of every output (printout).
5. **On the cover page**, mention the following details:
 - Name of the Candidate
 - Semester
 - CU Roll Number
 - CU Registration Number
 - College UID
6. Cover your assignment copy with **brown paper**.
7. Create **an index page at the beginning** of your lab notebook.

Checking will start from **12th February 2026**. The complete checking schedule will be posted in Official WhatsApp Group by **3rd February 2026**. **Checking is mandatory for appearing in the practical examination.**



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Practical Assignment

1) Using MS-Word, do the following:

a. Type the following paragraph -

The Indian Space Research Organisation (ISRO) had undertaken two previous missions to the moon, namely, the Chandrayaan I and the Chandrayaan II. Chandrayaan-1 was launched in 2008 and lasted till 2009 after communications to it were lost. The mission, among other things, tested a crash landing on the lunar surface. Chandrayaan-2, launched in 2019 attempted a soft landing on the moon but failed. The third mission, Chandrayaan-3 took into account the drawbacks and lessons learnt from the second mission and successfully achieved soft landing.

b. Apply DropCap feature.

c. Make the alignment for the paragraphs “Justify”, Font size - “16”, Font Style - “Calibri”.

d. Make the word “Chandrayaan”: Bold, Italics and Underline it.

e. Apply Header & Footer: “IT Assignments” as the text for Header and Page No. as Footer.

f. 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	12/24/2025	12/15/2025	12/14/2025

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 10:00 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



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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	IT	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 ≥ 250 but < 400 then the grade is "B"
- (iii) if total marks < 250 then the grade is "C"

4.a) Mr. A has taken a loan of ₹1,20,000 with the interest rate of 14% p.a. payable in 15 instalments each year for a period of 5 years. Calculate the amount of each instalment to be paid (MS Excel).

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 "Artificial Intelligence" 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



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Write SQL statement to solve the following:

- (a) Sort the database according to Run
- (b) Display names of all the Indian Players
- (c) Display all the records of players who have taken more than 45 wickets
- (d) 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:

- a) Display supplier name, part name and price of CBM Inc
- b) Display the name of the part with maximum Unit_Price
- c) Display records of only those suppliers whose state is "OH"
- d) 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: < 1 year old

Languages

Java C/C++ C#

Instruction

Enter your instruction here...



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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

Minakshi Chaturvedi

Prof. Minakshi Chaturvedi

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