

Computer Lab - Practical Question Bank
FACULTY OF COMMERCE, OSMANIA UNIVERSITY

B.Com (All Streams) I Year

FUNDAMENTALS OF INFORMATION TECHNOLOGY

Time: 60 Minutes

Record : 10

Skill Test : 20

Total Marks : 30

MS POWERPOINT:

1. Create 6 Slides using different slide layouts - describing about your College.
2. Create 4 Slides on annual day of your college and perform the following:
 - Give Header and Footer
 - Give Background Color
 - Insert Picture from Clip Art
 - Insert Slide Numbers
3. Create 5 Slides on “Importance of Computers” and apply Design Templates
4. Create 5 Slides on “No Smoking” and apply different Slide Transitions for all the slides.
5. Create 5 Slides on “Polio immunization” and execute the following by using Action Buttons for all the slides to link them
 - Link first slide with the third
 - Link second slide with fifth
 - Link third slide with fourth
6. Create 4 Slides on “Traffic Rules” and apply different Custom Animation Schemes
7. Create 5 Slides on “Syllabus structure” using different slide layouts and show only 3 slides (without using Delete option)
8. Create 3 Slides on “Plant trees and protect Nature” and each slide should have a Comment.
9. Create two files on “Clean & Green” and “No Smoking” in MS PowerPoint and hyperlink them with each other.
10. Create 2 Slides on “Traffic Rules” and on “Avoid Cell Phone Driving” duplicate the first slide four times and delete one of the Duplicated slide.
11. Create 5 slides on “Students are future citizens of our country” using different Formatting options and show them in Slide Sorter View.

MS WORD:

12. Using Mail Merge, write a letter inviting 5 friends to your Birthday Party.

13. Type the following matter

Features of Computers (underline, caps, bold, font size=18)

Accuracy

Speed

Efficiency

Multi-tasking

Give numbers to the above features and Background as Pink

14. Create a Macro Program with your own data and run it.

15. Create a document and insert Page Numbers, Date and Time and a Picture.

16. "Indian Economy is growing faster" – type it and insert a comment for the word "Economy".

17. Create a document and give 5 Footnotes.

18. Create files on "Leave Letter" and "Love Letter" and apply different Themes.

19. Create a Table containing student's marks and sort in ascending order.

20. Create a Table in word file and apply Auto Formatting.

21. Insert 4 Bookmarks in a file and use Go To Bookmark option.

MS EXCEL:

22. Apply Auto formatting for the following Table and find total by using Auto Sum option.

Roll No	Name	QT	FIT	IOM
101	Radhika	50	90	80
102	Sarika	60	80	60
103	Geethika	50	70	75
104	Bhoomika	80	60	80
105	Karthika	84	57	84

23. The following are the marks obtained by the students of B.Com in three subjects:

Roll No	Name	QT	FIT	Accounts
1011	Pravalika	50	90	80
1012	Aryaman	40	80	60
1013	Akrosh	38	70	75
1014	Prajaktha	80	60	68
1015	Trisha	84	57	84

Using Conditional Formatting list out students who scored

a) Less than 50 in QT b) More than 65 in FIT c) Between 60 and 80 in Accounts.

24. The following are the marks obtained by the students in three different subjects. Draw a Bar Diagram:

Roll No	Name	QT	FIT	Accounts
1011	Pravalika	50	90	80
1012	Aryaman	40	80	60
1013	Akrosh	38	70	75
1014	Prajaktha	80	60	68
1015	Trisha	84	57	84

25. Type the following table and find out the total marks and average obtained by each student:

Roll No	Name	Economics	Banking	Marketing
1	Ajay	50	90	80
2	Vijay	40	80	60
3	Arnay	38	70	75
4	Prathista	80	60	68
5	Bhoomi	84	57	84

26. From the table given below, reduce the total expenditure to Rs.16000 by reducing sales department's expenditure by applying Goal seek.

Department	Expenditure Rs.
Production	4000
Sales	6000
Marketing	3000
Finance	5000
Total Expenditure	18000

27. Principal Amount: 2, 00,000
 Rate of interest : 5%
 Time period : 10 years
 Amount to be paid: ?

From the above, calculate the amount payable per annum and also show the effect on amount by changing: a) Rate of Interest to 3% and 8%; b) Time period to 5 Years and 3 Years.

28. Employee Name Department Salary Rs.
- | | | |
|---|-----------|------|
| A | Sales | 3000 |
| B | Accounts | 4000 |
| C | Marketing | 5000 |
| D | Sales | 6000 |
| E | Accounts | 4000 |
| F | Marketing | 8000 |

Obtain Department-wise Subtotals.

29. Employee Name	Department	Salary Rs.
A	Sales	3000
B	Accounts	4000
C	Marketing	5000
D	Sales	6000
E	Accounts	4000
F	Marketing	8000

Prepare Pivot Table.

30 (A). The following are the salaries of five employees:

Pay Roll No	Name	Salary Rs.	Part time Rs.	Accounts
1011	Prasanna	10000	900	1800
1012	Anitha	14000	800	1600
1013	Ravi	18000	700	1700
1014	Saritha	15000	600	1600
1015	Mallika	17000	500	1800

Using Conditional Formatting, list out employees who got

- a) Less than Rs. 15000 as salary b) More than Rs. 700 as Part time
c) Between Rs. 1600 and Rs. 1800 as Arrears.

30. (B) The following are the marks obtained by the students in three different subjects. Draw a Pie Diagram:

Roll No	Name	QT	FIT	IOM
101	Radhika	50	90	80
102	Sarika	60	80	60
103	Geethika	50	70	75
104	Bhoomika	80	60	80
105	Karthika	84	57	84

MS ACCESS:

31. Create a database 'Club' and table 'Member'. The following are the details of the table:

Number	Fname	Lname	Address	Home phone	Joining date
S1465T	Jone	Johnson	1234 Country Club, Texas	(713)-555-7890	01/02/04
J1050S	Bill	Smith	1112 Peter Avenue, Texas	(713)-556-6556	30/11/04
S1300T	Lisa	Stanley	985 Venton Circle, Texas	(713)-568-1227	11/11/04

32. Create 'employee' database and table 'emp'

Empno	Ename	Job	DOJ	Basic	Deptno	Sex	Due_Prom
101	Ajay	Clerk	17-12-01	6000	20	Male	<input type="checkbox"/>
102	Arvind	Salesmen	20-2-02	5000	30	Male	<input type="checkbox"/>
103	Rahul	Salesmen	22-3-01	5500	20	Male	<input type="checkbox"/>
104	Rehman	Manager	1-4-01	12000	40	Male	<input type="checkbox"/>
105	Sahil	Manager	20-9-02	11500	10	Male	<input type="checkbox"/>

33. Create a database 'Student'. Also create table 'stdtable' and execute the following queries

SRollno	Sname	Class	State	DOB	Marks	Grade
101	Raj	B.Com I	AP	21/09/82	80	A
105	Ram	B.ComII	MP	31/08/81	70	B
104	Rakesh	B.com III	UP	30/06/80	90	A
103	Ramesh	B.Com II	AP	25/07/82	38	C
105	Rajesh	B.Com I	MP	02/02/83	45	C

- Sort the data by Srollno
- Display Srollno, Sname, State and Marks where marks > 80
- Display Srollno, Sname, State and Marks where Grade= A

34. Create 'employee' database and table 'emp'. Create a Report.

Empno	Ename	Job	DOJ	Basic	Deptno	Sex	Due_Prom
101	Ajay	Clerk	17-12-01	6000	20	Male	<input type="checkbox"/>
102	Arvind	Salesmen	20-2-02	5000	30	Male	<input type="checkbox"/>
103	Rahul	Salesmen	22-3-01	5500	20	Male	<input type="checkbox"/>
104	Rehman	Manager	1-4-01	12000	40	Male	<input type="checkbox"/>
105	Sahil	Manager	20-9-02	11500	10	Male	<input type="checkbox"/>

35. Create a database 'Library' and create a table as 'Books' and execute the queries given below:

AuthorLname	AuthorFname	Book title	Book type	Year of publication
Gupta	Sharma	Management Accounting	Accounting	2002
Jain	Patel	Financial	Accounting	2000
Reddy	Ram	Corporate Accounting	Accounting	1990

- Display Book title, book type, author name where author = Ram and book type = Accounting.
- Display AuthorFname, book type, year of publication where year above 2000.

36. Create Business table by using Design Wizard with your own data (atleast 6 fields and 10 records).

37. Create Personal table by using Design Wizard with your own data (atleast 6 fields and 10 records).

MS DOS:

38. Create Directory – College
Sub Directory – Course
Sub Directory - Commerce and files in it – B.Com, B.A, B. Sc

39. Create a Directory - Market
Sub Directory – Vegetables and files tomato and potato – rename potato as Potatoes and delete the file potato
Sub Directory - Fruits and files mango and apple

40. Create a Directory – Subject
Sub Directory – Computers and file FIT – Create a Copy as Information Technology.

INTERNET:

41. Download a File on “Internet” from a website by using a search engine.

42. Select two electronics items by e-shopping.

43. Book Online Tickets to Chennai.

44. Using Search Engine, down load information on Benefits of Yoga.

45. Open an email account in your names as Rohit in gmail/yahoomail/hotmail.

46. Write e-mail to Pradip by marking a blind copy to Priya.

47. Download information about greatness of Himalayas for tourism interest.

48. Create an electronic greeting card with personal remarks and pictures.

49. Write a congratulating letter to your friend on his promotion using emotions.

50. Download research articles on “Information technology Applications” and save as doc. Files.
