



KARPAGAM ACADEMY OF HIGHER EDUCATION

(Deemed to be University Established Under Sec 3 of UGC Act 1956)

Pollachi Main Road, Eachanari Post,

Coimbatore – 641021

DEPARTMENT OF COMMERCE WITH COMPUTER APPLICATION

Semester – I

17CCP112

COMPUTER APPLICATION IN BUSINESS

Programme Outcome

Course includes practical on paragraph formatting, usage of Excel functions, Automation of Presentation, creation of database and report generation.

Programme Learning Outcome

- To provide basic training in MS Office
- To gain the practical knowledge about the MS Word and MS Excel
- To insert the slides with animation effects.
- To manipulate the database information.

I- MS WORD

1. Prepare an research article related to the specialization using Bold, Underline, Font Size, style, Background color, Text color, Line spacing, Spell Check, Alignment, Header & Footer, Inserting pages and page numbers, Find and Replace.
2. Prepare an inter collegiate invitation for the college function using Text boxes and clip parts, Word Art, Symbols, Borders and Shading.
3. Prepare an end semester mark statement through template and perform the following operations: Inserting the table, Data Entry, Alignment of Rows and Columns, Inserting and Deleting the Rows and Columns and Change of table Format.
4. Prepare a Convocation letter for the passed out students for 10 members using mail merge operation.
5. Prepare a resume for attending interview using alignment and formatting.

II MS EXCEL

1. Prepare a cost sheet and perform the following operations: Data Entry, Total, by using arithmetic function.
2. Draw the different type of charts (Line, Pie, Bar) to illustrate year wise performance of sales, purchase, profit of a steel manufacturing company by using chart wizard.
3. Prepare a statement of Bank customer's account showing simple and compound interest calculations for 10 different customers using mathematical and logical functions.

4. Prepare a Product Life Cycle which should contain the following stages: Introduction, Growth, Maturity, Saturation, decline of a product.
5. Prepare an income tax filling return as per the income tax department format.
6. Carry out result analysis of your department by employing statistical and mathematical functions.
7. Calculate Electricity statement by making use IF statement.

III MS POWERPOINT

1. Design presentation slides for a product of your choice. The slides must include name, brand name, type of product, characteristics, special features, price, special offer etc. Add voice if possible to explain the features of the product. The presentation should work in manual mode.
2. Design Presentation slides for Organization details for 5 levels of hierarchy of a company by using organization chart.
3. Design presentation slides about an illustrate story and perform frame movement by interesting clip arts to illustrate running of an image automatically.
4. Design presentation slides for the Seminar/Lecture Presentation using animation effects and perform the following operations: Creation of different slides, changing background color, font color using word art.

IV MS ACCESS

1. Prepare a payroll for employee database of an organization with the following Details: Employee id, Employee name, Date of Birth, Department and Designation, Date of appointment, Basic pay, Dearness Allowance, House Rent Allowance and other deductions if any. Perform queries for different categories.
2. Create mailing labels for student database which should include atleast three tables must have at least two fields with the following details: Roll Number, Name, Course, Year, College Name, University, Address, Phone Number.
3. Gather price, quantity and other descriptions for five products and enter in the Access table. Perform query for calculation total and create an invoice in form design view.
4. Create report for the Product database.

Ms- Word

Ex.No:1

Preparation of Research Article

Aim:

To Prepare an research article related to the specialization using Bold, Underline, Font Size, style, Background color, Text color, Line spacing, Spell Check, Alignment, Header & Footer, Inserting pages and page numbers, Find and Replace.

Algorithm

Step: 1 Double click the start-up menu and click Microsoft Office and select the Microsoft office word

Step: 2 Type the research article with all necessary details

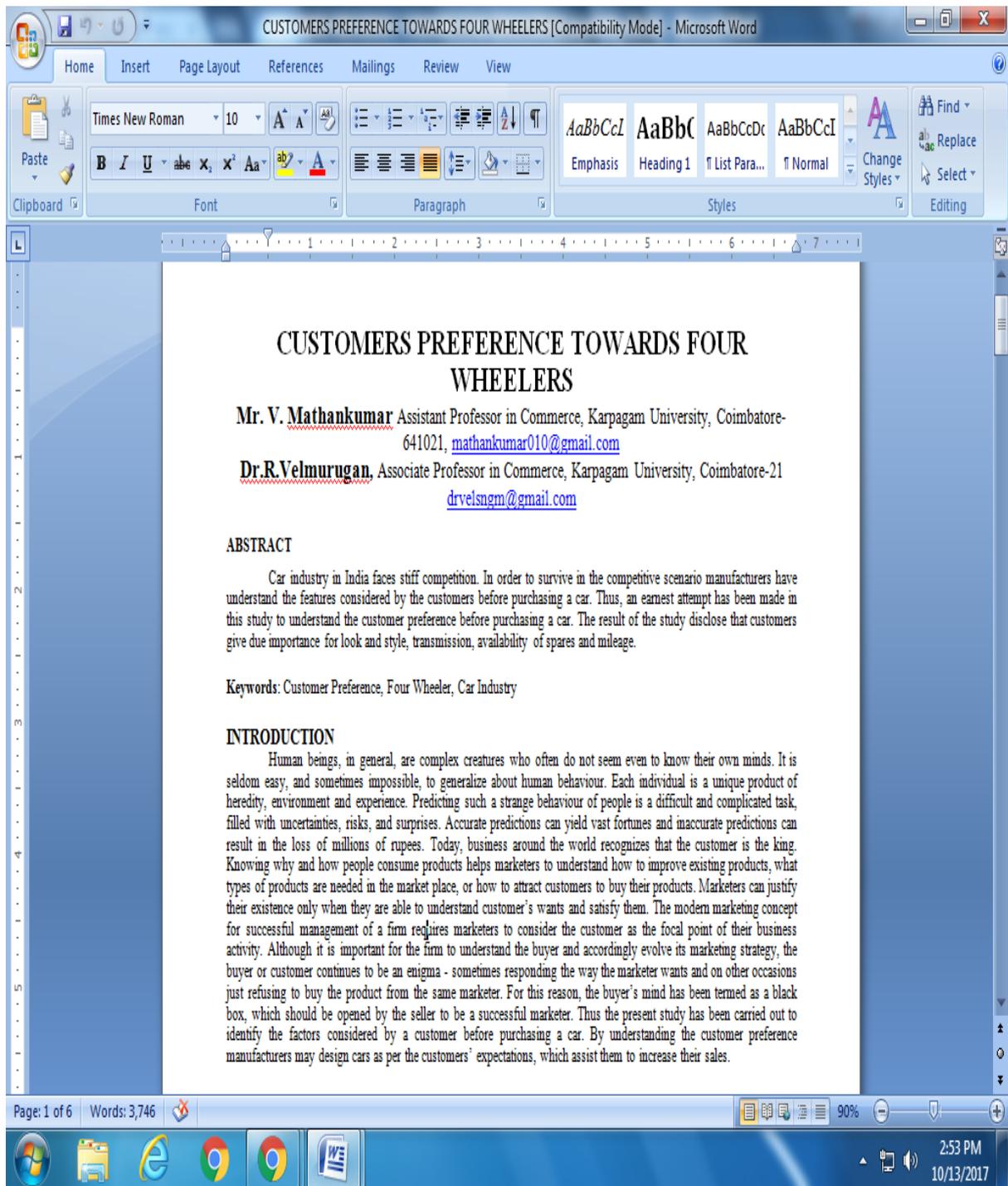
Step: 3 Select research article and perform the following specialization like Bold, Underline, Font Size, style, Background color, Text color, Line spacing, Spell Check.

Step: 4 Align the article and insert page numbers using Header & Footer options.

Step: 5 Select the article and find and replace the words.

Step: 6 Article edited by using all specialization functions.

Step: 7 Stop the process.



Result:

The above Program has been executed successfully.

Ex.No:2

Preparation of Inter Collegiate Invitation

Aim:

To Prepare an inter collegiate invitation for the college function using Text boxes and clip parts, Word Art, Symbols, Borders and Shading.

Algorithm

Step: 1 Double click the start-up menu and click Microsoft Office and select the Microsoft office word

Step: 2 Type the Inter collegiate invitation with all necessary details like (chief guest name, name of the function, venue, date, etc.)

Step: 3 Select Inter collegiate invitation and insert Text boxes and clip parts, Word Art, Symbols, Borders and Shading.

Step: 4 Align the Inter collegiate invitation.

Step: 5 inter collegiate invitation edited by using all specialization functions. Display Invitation.

Step: 6 Stop the process.

KARPAGAM UNIVERSITY

KARPAGAM ACADEMY OF HIGHER EDUCATION

Established under section 3 of the UGC act 1956]

Pollachi main road, Eachanari post,

Coimbatore -641021

Department of COMMERCE



BIZ-COM-2017

On 10th July 2017, Monday.

BY, Mr. M. V. Ravichandar

President HR, Legal and Administration,

TVS Sundaram Motors, COIMBATORE.

VENUE: Thirumanthiram hall

Result:

The above Program has been executed successfully.

Ex.No:3

Preparation of End Semester Mark Statement

Aim:

To Prepare an end semester mark statement through template and perform the following operations: Inserting the table, Data Entry, Alignment of Rows and Columns, Inserting and Deleting the Rows and Columns and Change of table Format.

Algorithm

Step: 1 Double click the start-up menu and click Microsoft Office and select the Microsoft office word

Step: 2 Type the end semester mark statement with all necessary details like (register number, name of the student, course, semester, GPA, CGPA, etc.)

Step: 3 Enter all details by inserting column and row and by adding colours to the row and column.

Step: 4 Align the end semester mark statement and change the table format

Step: 5 End semester mark statement displayed.

Step: 6 Stop the process.

Student's Marklist

S.NO	REG NO	NAME	TAMIL	ENGLISH	MATHS	SCIENCE	SOCIAL	TOTAL	AVERAGE	RESULT	RANK
1	133035	ARYA	89	93	100	78	77	437	87.4	PASS	1
2	130322	ARUL	86	77	86	96	90	435	87	PASS	2
3	130344	SANKAR	93	77	98	66	95	429	85.8	PASS	3
4	130321	ANAND	91	86	69	90	92	428	85.6	PASS	4
5	130326	DURAI	75	80	78	96	97	426	85.2	PASS	5
6	130346	MUTHU	99	80	72	89	84	424	84.8	PASS	6
7	130340	RAVI	76	66	64	95	95	396	79.2	PASS	7
8	130325	GUNA	77	86	45	89	98	395	79	PASS	8
9	130342	BASKAR	88	89	76	65	65	383	76.6	PASS	9
10	130347	KRISHNA	94	76	69	82	45	366	73.2	PASS	10
11	130333	BALA	68	59	56	88	93	364	72.8	PASS	11
12	130339	SUMBU	68	80	76	88	41	353	70.6	PASS	12
13	130348	RAHUMAN	57	79	89	71	38	334	66.8	PASS	13
14	130338	VIJAY	66	78	89	34	55	322	64.4	FAIL	RA
15	130324	CHANDRU	45	66	34	54	43	242	48.4	FAIL	RA

Result:

The above Program has been executed successfully.

Ex.No:4

Preparation of Convocation letter

Aim:

To Prepare a Convocation letter for the passed out students for 10 members using mail merge operation.

Algorithm

Step: 1 Double click the start-up menu and click Microsoft Office and select the Microsoft office word

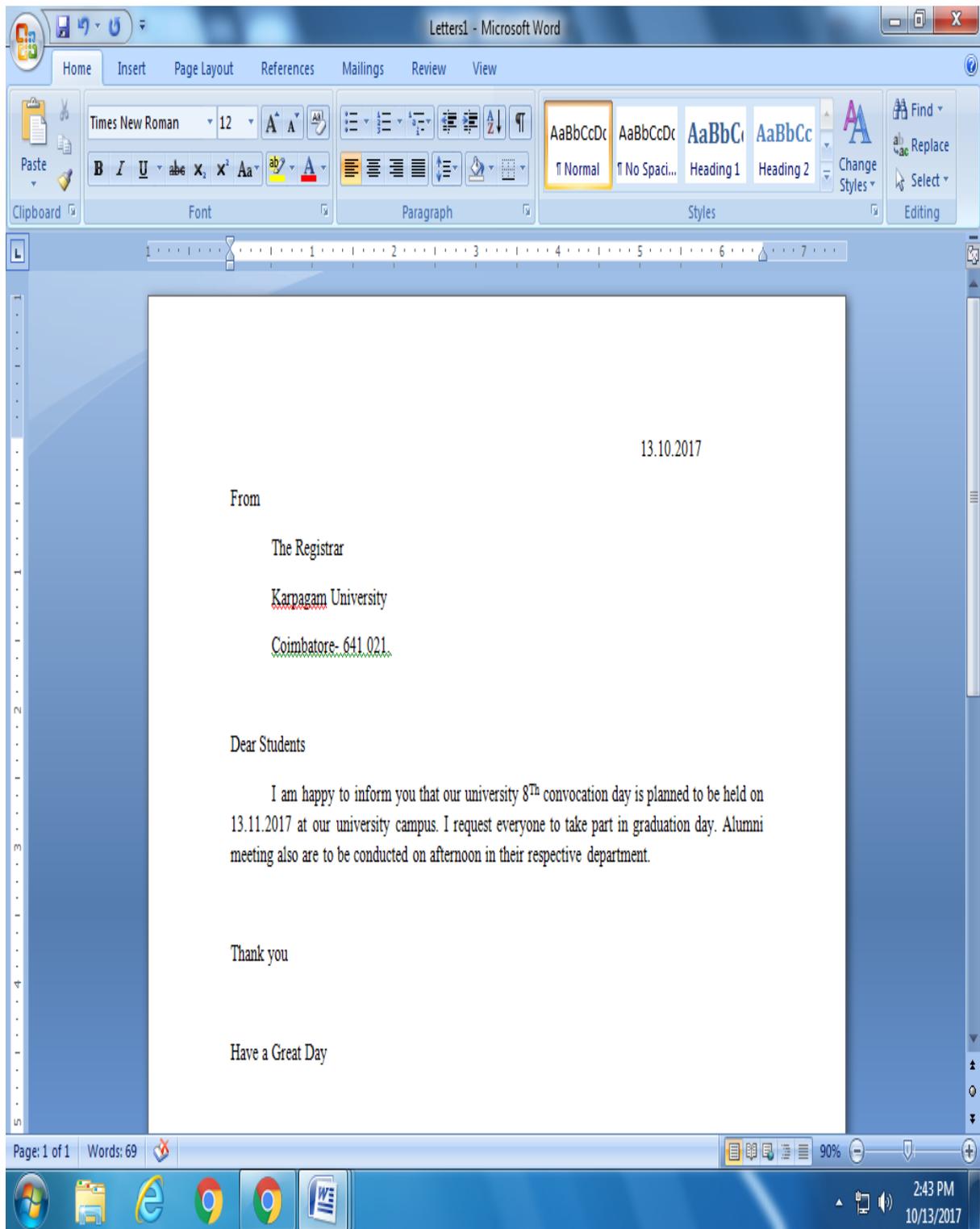
Step: 2 Type the Convocation letter with all details like (Chief guest name, time of convocation, venue, registration details, etc.)

Step: 3 Click the mailings option and click the start mail merge and click start a mail merge step by step option.

Step: 4 A new window open on right hand side and proceed for next step and select the recipients. Type the recipients list (to all eligible students) and enter their details.

Step: 5 After entering the details click finish option. A convocation letter is ready to all students with their address.

Step: 6 Stop the process.



Result:

The above Program has been executed successfully.

Ex.No:5

Preparation of Resume

Aim:

To Prepare a resume for attending interview using alignment and formatting

Algorithm

Step: 1 Double click the start-up menu and click Microsoft Office and select the Microsoft office word

Step: 2 Type the resume by entering all details like (educational qualification, skills, previous experience, extra-curricular activities, etc.)

Step: 3 After entering all necessary details align the entered words by using alignment options and justify the paragraphs.

Step: 4 Resume displayed.

Step: 5 Stop the process.

RESUME

NAME: PRAKASH. M

- ♥ **AGE:** 20
- ♥ **D.O.B:** 11/11/1996
- ♥ **GENDER:** Male.
- ♥ **BLOOD GROUP:** B+ve
- ♥ **FATHER'S NAME:** Murugan
- ♥ **FATHER'S OCCUPATION:** Accountant
- ♥ **ANNUAL INCOME:** Rs.85,000.
- ♥ **NATIONALITY:** Indian.
- ♥ **RELIGION:** Hindu
- ♥ **COMMUNITY:** BC.
- ♥ **CURRENT STUDY:** M.Com[C.A].
- ♥ **COLLEGE:** Karpagam University.
- PHONE NUMBER:** 8807443732.
- ADDRESS:** 15/A, L.I.G colony,
Mahalingapuram,
Pollachi.
- ♥ **E-MAIL:** Prakash001@gmail.com
- ♥ **QUALIFICATION:** 10th and 12th **SCHOOL:** SLVM **MARKS:** 10th=439/500
12th=1120/1200

<u>INSTITUTION</u>	<u>STANDARD</u>	<u>PERCENTAGE</u>
SLVM	10 th	89%
SLVM	12 th	93.3%
Karpagam University	B.Com Ca	CGPA-7.76

- ♥ **HOBBIES:** Basket ball, Drawing
- LANGUAGES KNOWN:** Tamil, English.

Result:

The above Program has been executed successfully.

Ms- Excel

Ex.No:6

Preparation of Cost Sheet

Aim:

To Prepare a cost sheet and perform the following operations: Data Entry, Total, by using arithmetic function..

Algorithm

Step: 1 Double click the start-up menu and click Microsoft Office and select the Microsoft office Excel.

Step: 2 Type the Cost sheet with all details like (Prime cost, work cost, cost of production, cost of goods sold, sales, etc.)

Step: 3 Apply the formulas for totalling and subtracting ($= \text{sum}(\text{Select the items to add}) = \text{sum}(\text{selct the items to be subtracted })$).

Step: 4 Cost sheet is displayed with prime cost, work cost, cost of production, cost of goods sold, sales.

Step: 5 Profit/ loss of the product is identified by preparing cost sheet and displaying the cost sheet.

Step: 6 Stop the process.

Cost Sheet		
Particulars	Amount	Amount
Opening Stock	2000	
Add: Purchases	4000	
	6000	
Less: Closing Stock	1500	
Material Consumed	4500	
Direct Labour	1500	
Direct Expenses	5000	
Prime Cost -1		11000
ADD: Factory Overheads		
Indirect Labour	1500	
Indirect expenses	4500	
Factory Rent	5000	
Work Cost- 2		22000
ADD: office Overheads		
Office Expenses	1000	
Office Rent	500	
Salaries	5000	
Other Expenses	2000	
Cost of goods Produced- 3		30500
ADD: Selling Overheads		
Advertising	5000	
Sales man Salaries	5000	
Cost of Goods Sold- 4		40500
Profit 5= (4-6)		20500
Sales -6		60000

Result:

The above Program has been executed successfully.

Ex.No:7

Preparation of Different Type of Charts

Aim:

To Draw the different type of charts (Line, Pie, Bar) to illustrate year wise performance of sales, purchase, profit of a steel manufacturing company by using chart wizard.

Algorithm

Step: 1 Double click the start-up menu and click Microsoft Office and select the Microsoft office Excel.

Step: 2 Type the Data to shown in the chart.

Step: 3 Select the data typed in the excel and click the insert option.

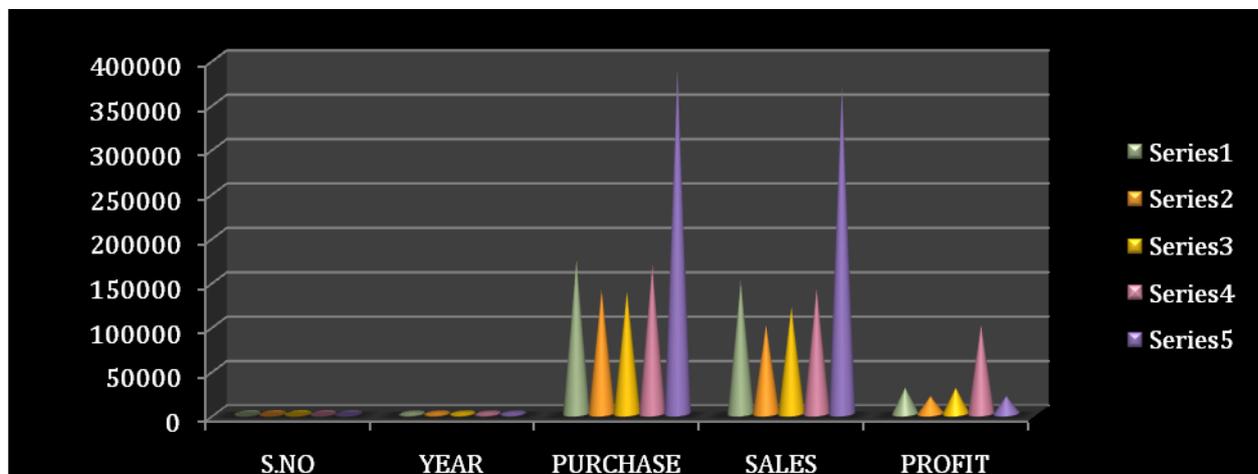
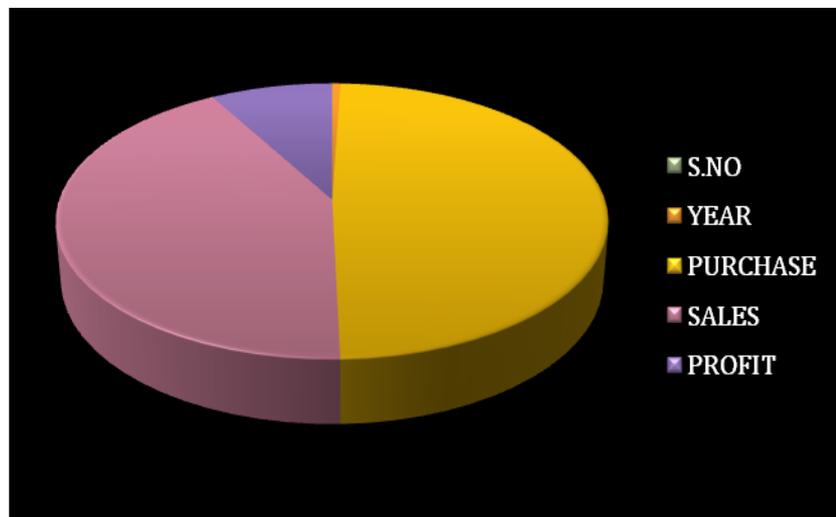
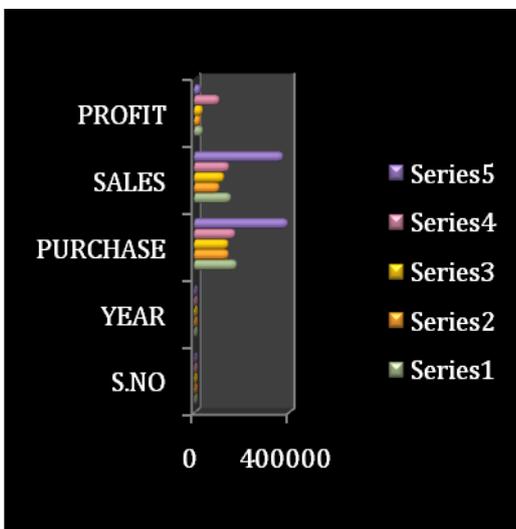
Step: 4 Select the chart option, different type of charts are displayed and pick a type of chart that is suitable to the typed data.

Step: 5 Typed data is displayed in the form charts. Select the data and try different types of charts.

Step: 6 Stop the process.

CHARTS

S.NO	YEAR	PURCHASE	SALES	PROFIT
1	2000	173500	148986	29351
2	2001	139076	100000	19514
3	2002	137890	120000	29024
4	2003	166876	140876	100066
5	2004	389640	369640	20000



Ex.No:8

Preparation of Bank Customer's Account Statement

Aim:

To Prepare a statement of Bank customer's account showing simple and compound interest calculations for 10 different customers using mathematical and logical functions

Algorithm

Step: 1 Double click the start-up menu and click Microsoft Office and select the Microsoft office Excel.

Step: 2 Type the Data to of customers like (S.No, name of the account holder type of account, account number. etc).

Step: 3 Enter the Principle amount, rate of interest and number of years .

Step: 4 For simple Interest enter the formula in formula table as $pnr/100$ and enter the formula for compound interest.

Step: 5 Statement of account is displayed with all details showing simple interest and compound interest calculations.

Step: 6 Stop the process.

BANK

STATEMENT

S.NO	A/C no	CUSTOMER NAME	TYPE OF A/C	PRINCIPLE	R.O.I	YEAR	S.I	C.I
1	2361789294	Ani	Current A/C	25000	5	5	6250	6907.039
2	2361789295	Banu	Current A/C	400500	10	6	240300	309010.2
3	2361789296	Chandra	Fixed A/C	450000	12	7	378000	544806.6
4	2361789297	Durka	Current A/C	555000	6	8	266400	329585.7
5	2361789298	Elakiya	Fixed A/c	638000	2	9	114840	124469.1
6	2361789299	Fathima	Current A/c	789000	3	2	47340	48050.1
7	2361789300	Gowri	Current A/c	465000	8	5	186000	218237.6
8	2361789301	Haseena	Fixed A/c	890500	10	6	534300	687075.1
9	2361789302	Ishu	Current A/C	900500	5	7	315175	366593.9

Result:

The above Program has been executed successfully.

Ex.No:9

Preparation of Product Life Cycle

Aim:

To Prepare a Product Life Cycle which should contain the following stages: Introduction, Growth, Maturity, Saturation, decline of a product

Algorithm

Step: 1 Double click the start-up menu and click Microsoft Office and select the Microsoft office Excel.

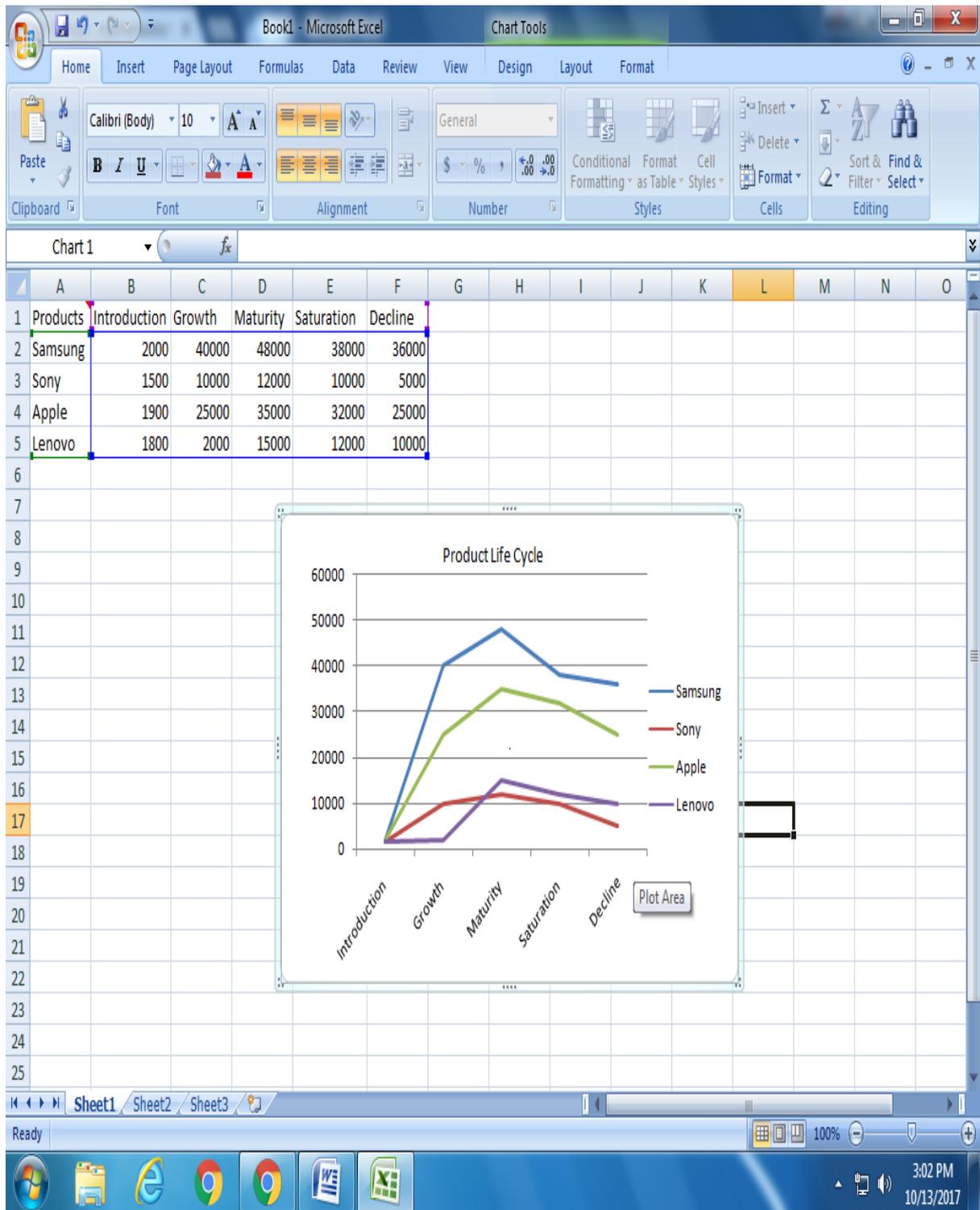
Step: 2 Type the value for the product like (Introduction , Growth, Maturity, Saturation, decline etc).

Step: 3 After entering details click the insert option.

Step: 4 Select the data entered and click the line chart.

Step: 5 Product life cycle is displayed in the line chart according to the values entered.

Step: 6 Stop the process.



Result:

The above Program has been executed successfully.

Ex.No:10

Preparation of Result Analysis

Aim:

To Prepare a result analysis of department by employing statistical and mathematical functions.

Algorithm

Step: 1 Double click the start-up menu and click Microsoft Office and select the Microsoft office Excel.

Step: 2 Type the Data required for result analysis like (subject code, subject name, no. of students appeared, no. of students passed, no. of. Students failed, pass%, fail% etc).

Step: 3 After entering the data apply the mathematical calculations to find out result analysis.

Step: 4 To find pass percentage enter= select number of students passed / number of students appeared * 100, to find fail percentage enter= select number of students failed/ number of students appeared * 100

Step: 5 after applying the formula for one selected cell. Drag mouse pointer to all data entered. Result analysis is displayed for all data.

Step: 6 Stop the process.

KARPAGAM UNIVERSITY: COIMBATORE – 641 021
FACULTY OF ARTS, SCIENCE, HUMANITIES AND MANAGEMENT
RESULT ANALYSIS: APRIL 2017

Name of the Department : Commerce Name of the Programme : B.Com Ca
Year, Section & Semester : II, A & IV

S. No.	Name of the subject with code	Result analysis					Number of students with (Grades)					Remarks
		No. of students Appeared	No. of students Passed	No. of students Failed	Pass (%)	Fail (%)	D	C	B	A	O	
1	English –IV 14ENU401	55	53	2	96.36	3.64	19	20	13	1	-	1 Student Absent
2	Cost Accounting 14CCU401	55	54	1	98.18	1.82	18	18	14	3	1	1 Student Absent
3	Income tax 14CCU402	55	54	1	98.18	1.82	19	18	13	2	2	1 Student Absent
4	Data base Management System 14CCU403	55	54	1	98.18	1.82	14	19	14	6	1	1 Student Absent
5	Marketing 14CCU404	55	54	1	98.18	1.82	16	29	9	-	-	1 Student Absent
6	Practical-IV Oracle-SQL	55	55	-	100.0	-	-	1	1	17	36	1 Student Absent

No. of students passed in all the subjects : 50 **Overall Pass %: 90.90**

(50/55*100)

No. of students failed in 1 subject : 4

No. of students failed in 2 Subjects : 1

No. of students failed in 3 Subjects : Nil

No. of students failed in 4 Subjects : Nil

No. of students failed in 5 Subjects : Nil

Result:

The above Program has been executed successfully.

Ex.No:11

Preparation of Electricity statement

Aim:

To Prepare a Electricity statement

Algorithm

Step: 1 Double click the start-up menu and click Microsoft Office and select the Microsoft office Excel.

Step: 2 Type the Date required like (Number of units consumed, per unit price).

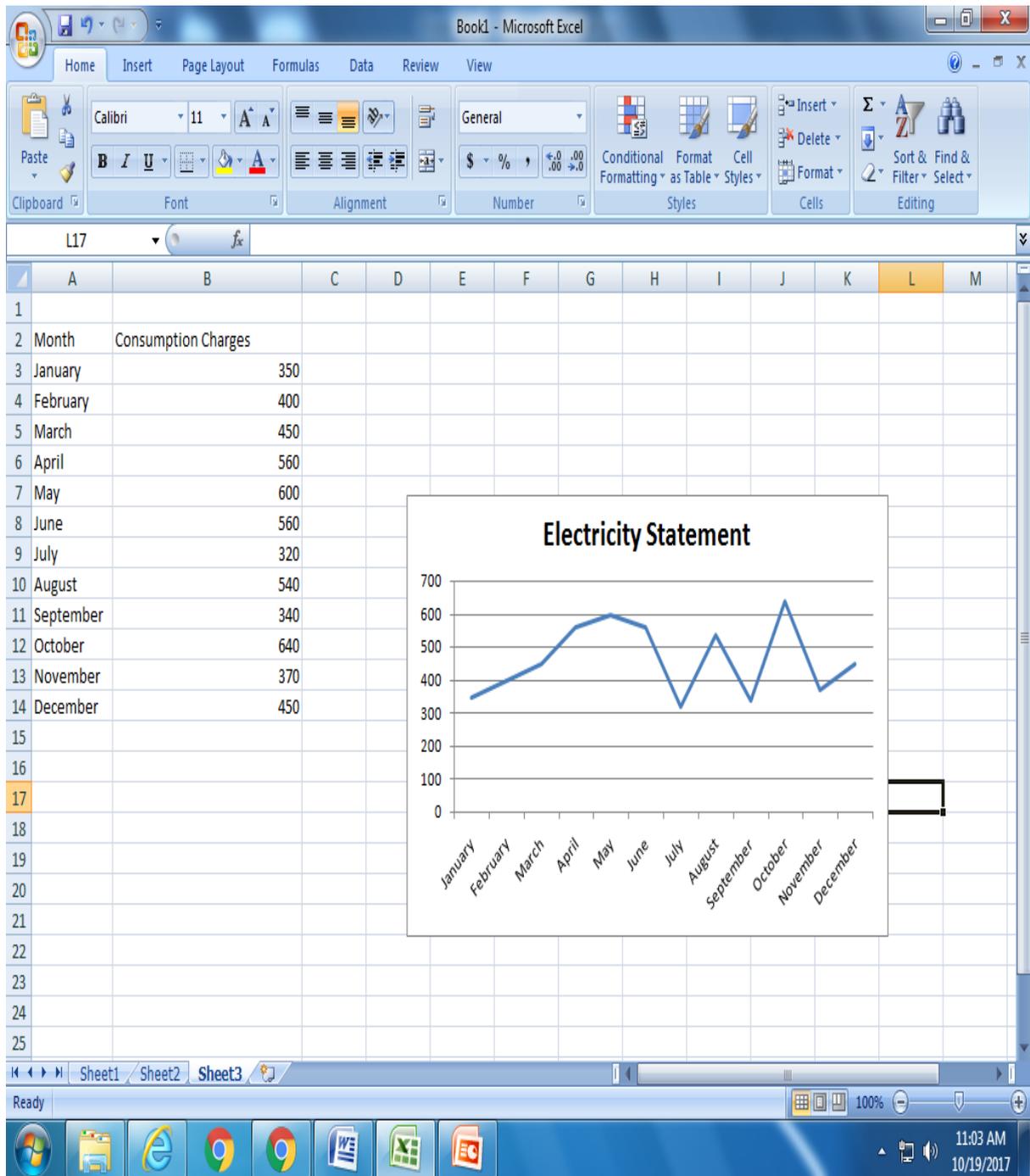
Step: 3 After entering click.

Step: 4 After entering details click the insert option.

Step: 4 Select the data entered and click the line chart.

Step: 5 Electricity statement is displayed in the line chart according to the values entered.

Step: 6 Stop the process



Result:

The above Program has been executed successfully.

Ms PowerPoint

Ex.No:12

Preparation of Presentation Slides for a Product

Aim:

To Design presentation slides for a product of choice. The slides include name, brand name, type of product, characteristics, special features, price, special offer etc. Add voice if possible to explain the features of the product. The presentation should work in manual mode

Algorithm

Step: 1 Double click the start-up menu and click Microsoft Office and select the Microsoft PowerPoint.

Step: 2 Type the product name in first slide and click create a new slide option

Step: 3 Type the product details like brand name, type of product, characteristics, special features, price, special offer etc., in different slides.

Step: 4 After entering details click the insert option and insert clip arts, voice tags, etc.

Step: 4 Slides is displayed describing all details entered. Click the slide show option.

Step: 5 Slides is displayed automatically to next slide.

Step: 6 Stop the process

FANTASY MOBILES

*Palace for
BRANDED
MOBILES*



MOTOROLA

MOBILE NAME: MOTO G3

PRICE: 13,500

CAMERA: 13MP

RAM: 2GB

INTERNAL STORAGE: 16GB

SCREEN: 5" Inches

COLOR: BLACK, WHITE

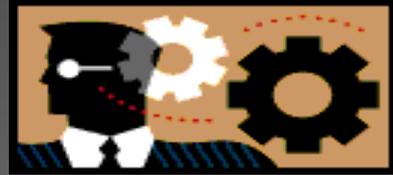
OFFER: 15%



MOTOROLA

◉ SPECIAL FEATURES:-

- ◉ Gorilla Glass
- ◉ Water Resistant
- ◉ High reliable Pixels
- ◉ SD card Expandable up to 32GB
- ◉ Android Version Updatable



MOTOROLA

◉ NETWORK DETAILS:

- ◉ GSM / CDMA
- ◉ DUAL SIM
- ◉ 2G / 3G / 4G
- ◉ Wi-Fi Available

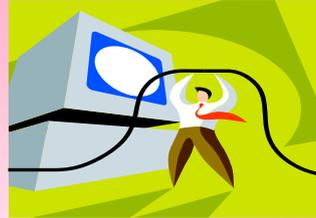


Get This Mobile
Get a **VODAFONE SIM** Free!!!

MOTOROLA

◉ *OTHER MOBILES of MOTO:*

- ◉ *MOTO E* - Rs.7000
- ◉ *MOTO E2* - Rs.7500
- ◉ *MOTO G2* - Rs.9899
- ◉ *MOTO X* - Rs.22000



@ Attractive Offers

OTHER BRANDED MOBILES



Samsung
Sony
Microsoft
L.G
Panasonic
Lenovo
Huawei



BRANCHES

FANTASY MOBILES are also in:

- | | |
|------------------|--------------|
| (I) Chennai | (VI) Madurai |
| (II) Pollachi | (VII) Erode |
| (III) Coimbatore | |
| (IV) Trichy | |
| (V) Salem | |

GONNA OPEN
IN SOME
MORE AREAS

THANK YOU 😊

PLEASE COME AGAIN!!!

THE ONLY PLACE
WHERE ALL
BRANDED MOBILES
ARE AVAILABLE ☺



Result:

The above Program has been executed successfully.

Ms PowerPoint

Ex.No:13

Preparation of Organization Chart

Aim:

To prepare a Presentation slides for Organization details for 5 levels of hierarchy of a company by using organization chart

Algorithm

Step: 1 Double click the start-up menu and click Microsoft Office and select the Microsoft PowerPoint.

Step: 2 Click the insert option and click smart option.

Step: 3 In smart art option click hierarchy option. Different type of hierarchy is displayed.

Step: 4 Select the Hierarchy according to our organization and enter the details.

Step: 4 To add additional hierarchy right click the box and click add shape option.

Step: 5 After entering all details. Click colour option choose the different color the box. organization chart displayed.

Step: 6 Stop the process

The screenshot displays a Microsoft PowerPoint presentation window titled "Presentation1 - Microsoft PowerPoint". The ribbon includes "Home", "Insert", "Design", "Animations", "Slide Show", "Review", and "View". The main slide content is an organization chart with the title "ORGANIZATION CHART" in large, outlined letters. The chart structure is as follows:

- Managing Director (top level)
- CEO (second level)
- Six departments (third level): Purchase Department, Production department, Sales Department, Accounts Department, HR Department, and Quality control department.
- Each department has a Manager (fourth level).
- Each Manager has a Supervisor (fifth level).
- Each Supervisor has a Worker (sixth level).

The status bar at the bottom indicates "Slide 2 of 2", "Aspect" view, 73% zoom, and the system clock shows 10:39 AM on 10/19/2017.

Result:

The above Program has been executed successfully.

Ms PowerPoint

Ex.No:14

Preparation of Presentation Slides about a Story

Aim:

To prepare a presentation slides about a story and frame movement by interesting clip arts.

Algorithm

Step: 1 Double click the start-up menu and click Microsoft Office and select the Microsoft PowerPoint.

Step: 2 Type the Story title in first slide and click create a new slide option

Step: 3 Type the story from first to last in different slides.

Step: 4 After entering story click the insert option and insert clip arts, voice tags, etc.

Step: 4 Change the slide background, insert the images related to the story. Click the slide show option.

Step: 5 Slides is displayed automatically to next slide.

Step: 6 Stop the process

Story Output:

ORGANISATION DETAILS

HISTORY

Sony's history started in 1865. when mining engineer FREDRIKINDESTAM established a brown hood pulp mill on the banks of the Tammrkaski rapids in the town of the Tampere in the southern Finland, in the Russian empire and started manufacturing paper

PRODUCTS

- *Mobile phones*
- *computer*
- *Network*
- *Mobile computers*

PRODUCT RELEASE

- Sony 6603 from 2003
- Sony N73 released in August 2006
- Sony N95 released in March 2007
- Sony E71 released in July 2008
- Sony N97 released in July 2009
- Sony N8 released in September 2010
- Sony 808 released in February 2012

Result:

The above Program has been executed successfully.

Ms PowerPoint

Ex.No:15

Preparation of Presentation Slides for the Seminar/Lecture Presentation

Aim:

To Design presentation slides for the Seminar/Lecture Presentation using animation effects and perform the following operations: Creation of different slides, changing background color, font color using word art.

Algorithm

Step: 1 Double click the start-up menu and click Microsoft Office and select the Microsoft PowerPoint.

Step: 2 Type the first Presentation slides of seminar topic and click create a new slide option

Step: 3 Type the seminar topic from first to last in different slides.

Step: 4 After entering click the insert option and insert clip arts, animations, etc.

Step: 4 Change the slide background, insert the images related to the seminar topic. Click the slide show option.

Step: 5 Slides is displayed automatically to next slide.

Step: 6 Stop the process.

Seminar Presentation Output:

LIST OF HUMAN VALUES ARE:-

- ❖ Accuracy
- ❖ Achievement
 - ❖ Beauty
- ❖ Boldness
- ❖ Care
- ❖ Education
- ❖ Excellence
 - ❖ Faith
 - ❖ God

VALUE EDUCATION -DEFINITION

- ❑ Value education is the way in which the student learn to modify their thinking, their ideology, their feelings and their actions.
- ❑ Value education is the process of transmitting values from one generation to another, parents transmitting the values through children, teachers transmitting the values to the students

HUMAN VALUES ASSESMENT

- ⦿ Accomplishment
- ⦿ Goodwill
- ⦿ Goodness
- ⦿ Accuracy
- ⦿ Hard word
- ⦿ Achievement
- ⦿ Honesty
- ⦿ Resourcefulness
- ⦿ Charge
- ⦿ Cleanliness
- ⦿ Safety
- ⦿ Communication
- ⦿ Environment

SELF DISCIPLINE

- ⦿ Self discipline means controlling your action and reactions to help your accomplish goals and make better decisions.
- ⦿ Self-discipline is the ability to stick to actions, thoughts and behavior which leads to a better quality of life and greater success

STUDENTS WHO EXERCISE SELF DISCIPLINE

- ⦿ complete their assignments
- ⦿ Stay on task
- ⦿ Wait to be cancelled on
- ⦿ work toward personal and community goals
- ⦿ Try again and again
- ⦿ Ignore peer pressure
- ⦿ choose productive rather than destructive activities and control



Result:

The above Program has been executed successfully.

Ms Access

Ex.No:16

Preparation of Payroll for Employee Database

Aim:

To Prepare a payroll for employee database of an organization with the following Details: Employee id, Employee name, Date of Birth, Department and Designation, Date of appointment, Basic pay, Dearness Allowance, House Rent Allowance and other deductions.

Algorithm

Step: 1 Double click the start-up menu and click Microsoft Office and select the Microsoft Access.

Step: 2 Click to create a new database and enter the name as employee database.

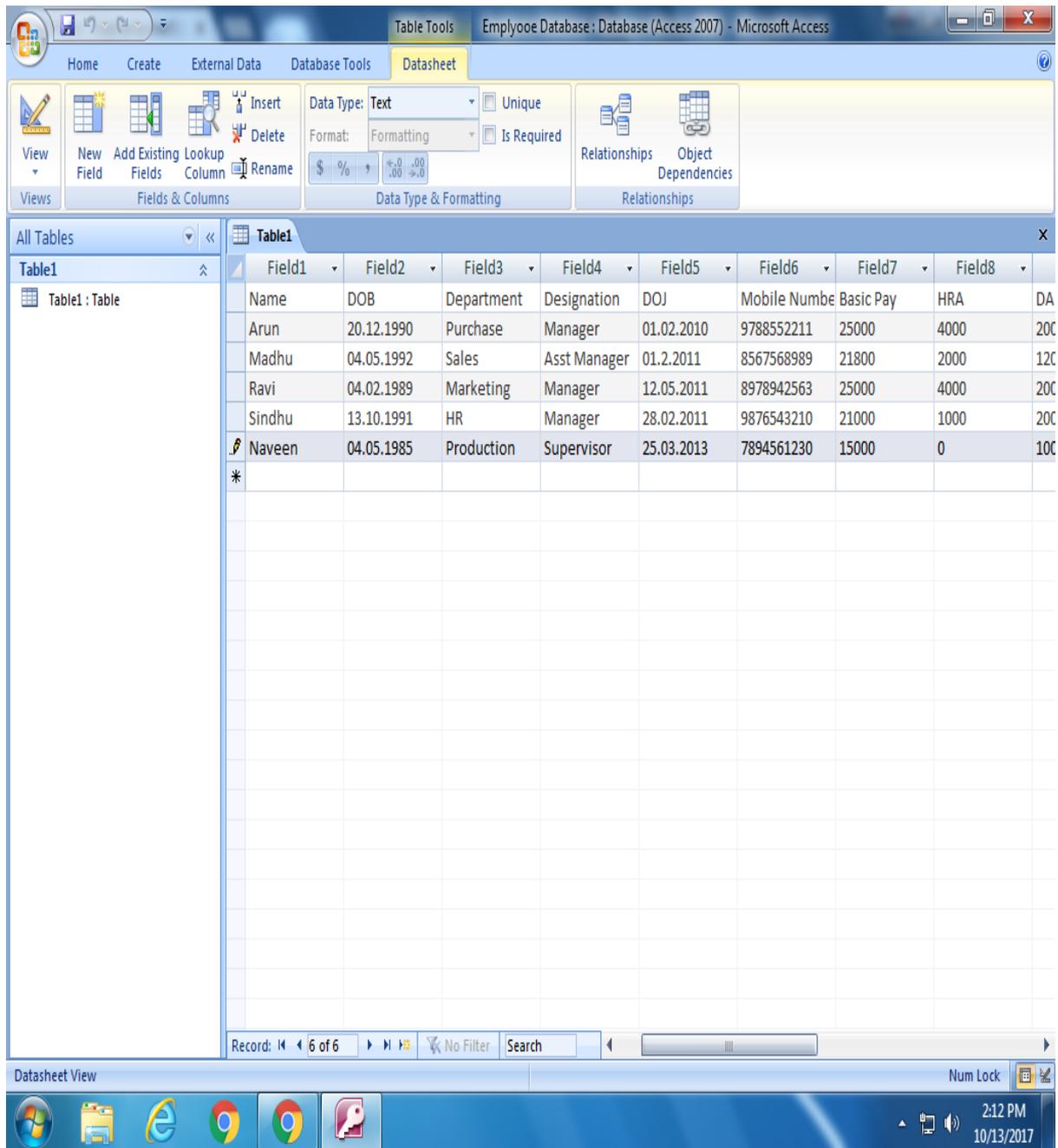
Step: 3 Enter the following details in title (Employee id, Employee name, Date of Birth, Department and Designation, Date of appointment, Basic pay, Dearness Allowance, House Rent Allowance and other).

Step: 4 Enter required details of the company employee in that particular tab.

Step: 5 After entering all details click filter option to check details entered.

Step: 5 Employee database created.

Step: 6 Stop the process.



Result:

The above Program has been executed successfully.

Ms Access

Ex.No:17

Preparation of Mailing Labels for Student Database

Aim:

To Create mailing labels for student database which should include atleast three tables must have at least two fields with the following details: Roll Number, Name, Course, Year, College Name, University, Address, Phone Number.

Algorithm

Step: 1 Double click the start-up menu and click Microsoft Office and select the Microsoft Access.

Step: 2 Click to create a new database and enter the name as student database.

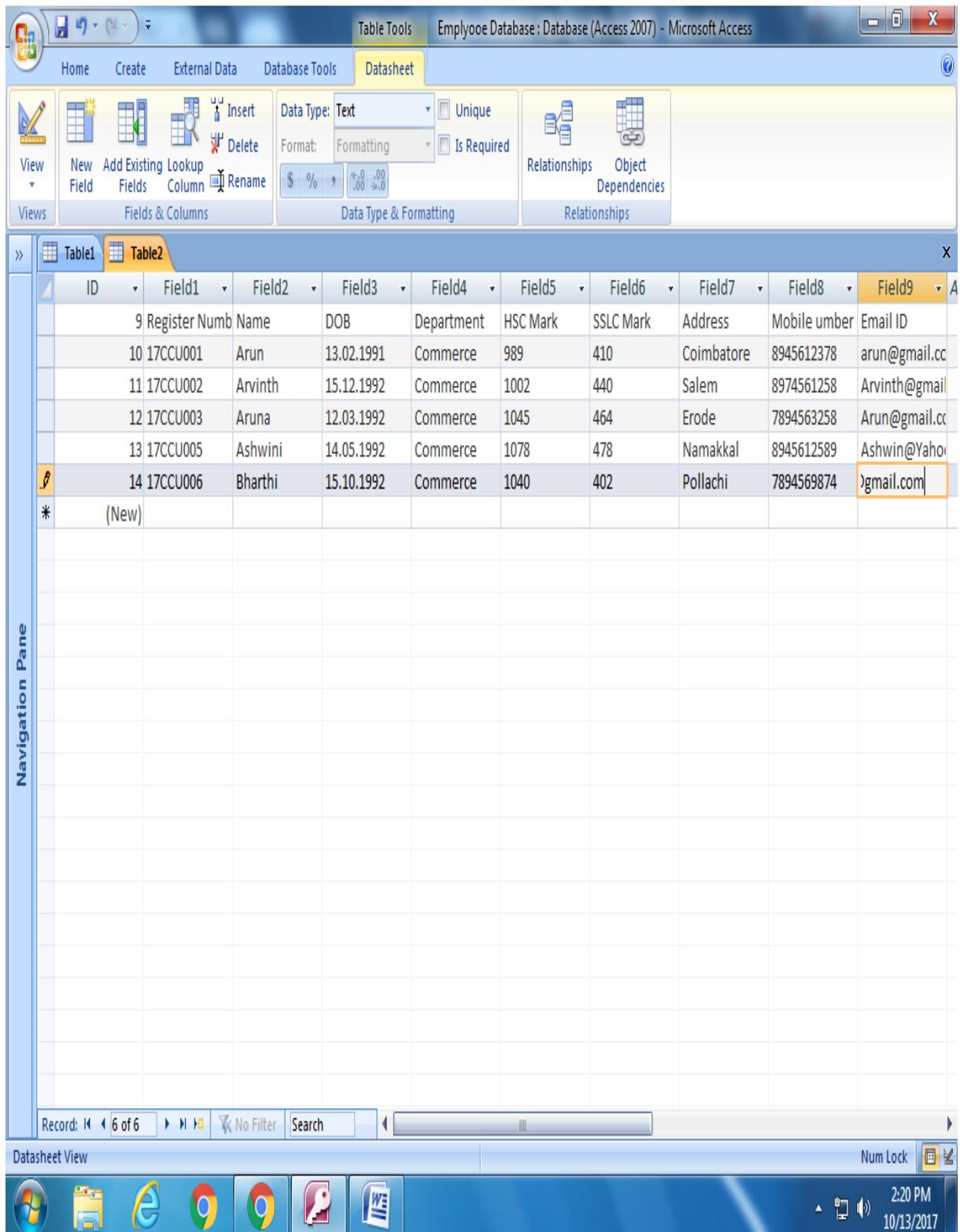
Step: 3 Enter the following details in title (Roll Number, Name, Course, Year, College Name, University, Address, Phone Number).

Step: 4 Enter required details of the Student in that particular tab.

Step: 5 After entering all details click filter option to check details entered.

Step: 5 Student database created.

Step: 6 Stop the process.



Result:

The above Program has been executed successfully.

Ms Access

Ex.No:18

Preparation of Descriptions for Five Products

Aim:

To Gather price, quantity and other descriptions for five products and enter in the Access table.

Algorithm

Step: 1 Double click the start-up menu and click Microsoft Office and select the Microsoft Access.

Step: 2 Click to create a new database and enter the name as product database.

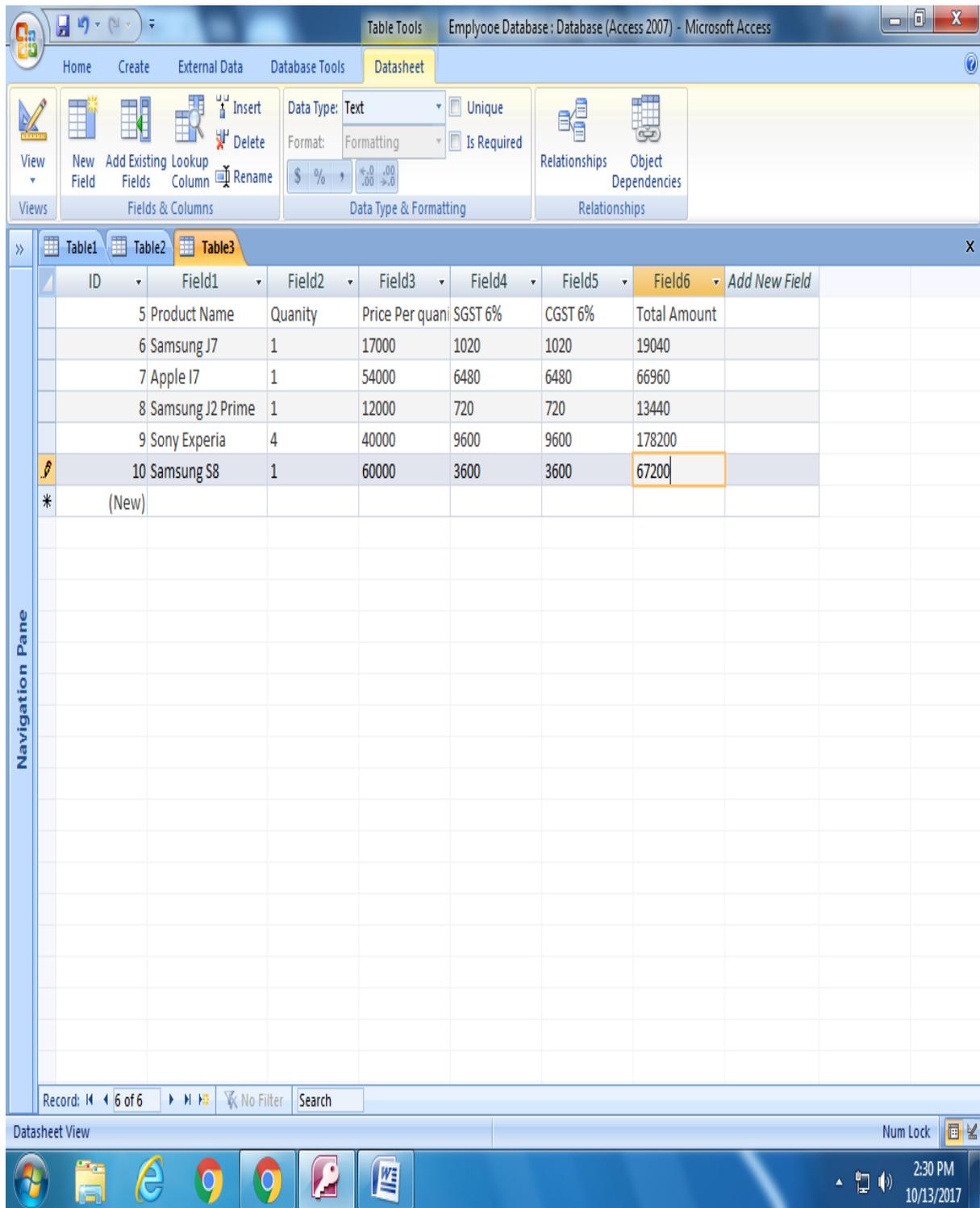
Step: 3 Enter the following details in title (Name of the product, Price, quantity, SGST, CGST, Price.)

Step: 4 Enter required details of the product in that particular tab.

Step: 5 After entering all details click filter option to check details entered.

Step: 5 Product database created.

Step: 6 Stop the process.



Result:

The above Program has been executed successfully.

Ms Access

Ex.No:19

Preparation of Report for the Product Database

Aim:

To Create report for the Product database.

Algorithm

Step: 1 Double click the start-up menu and click Microsoft Office and select the Microsoft Access.

Step: 2 Click to create a new database and enter the name as product database.

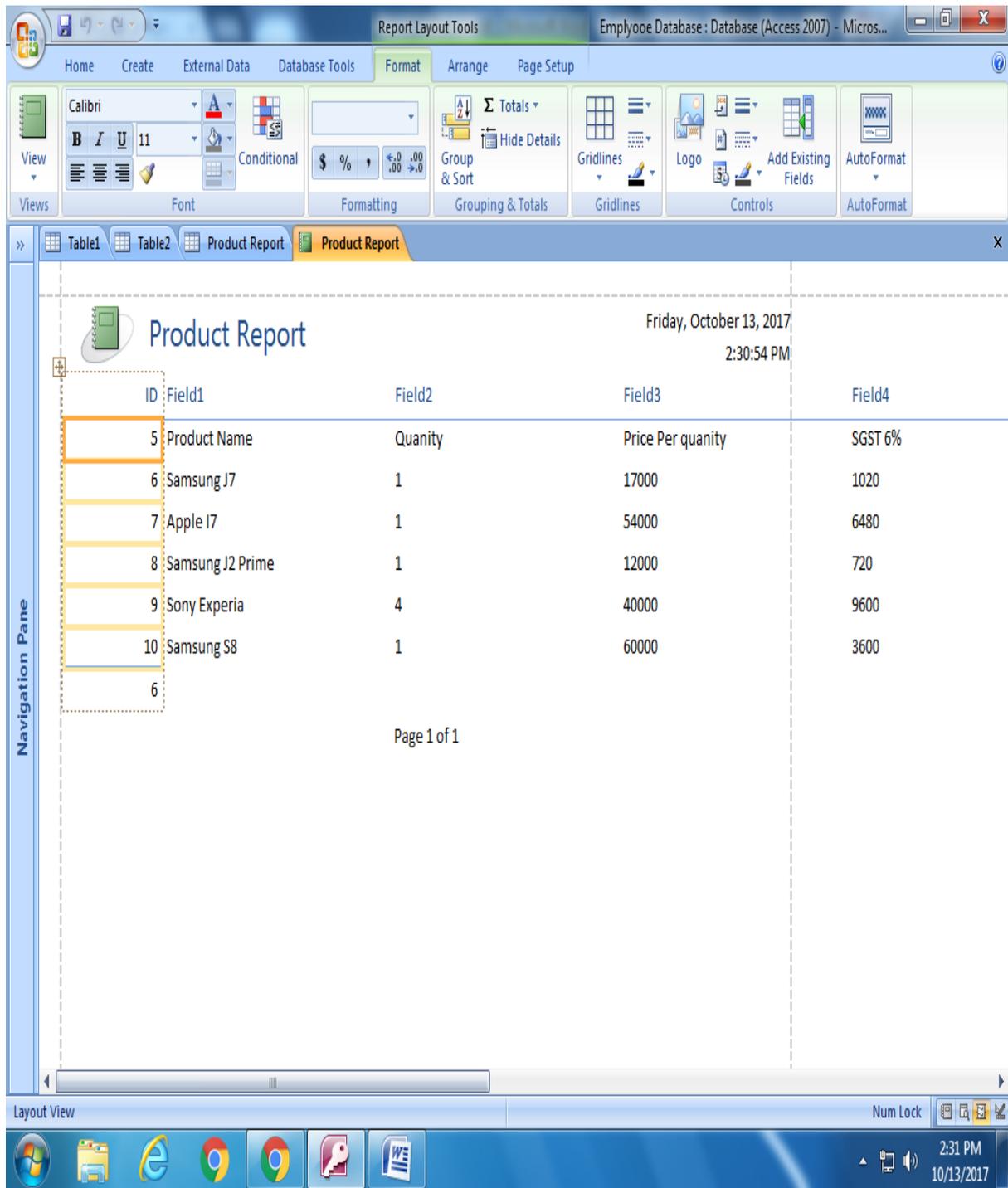
Step: 3 Enter the following details in title (Name of the product, Price, quantity, SGST, CGST, Price.)

Step: 4 Enter required details of the product in that particular tab.

Step: 5 After entering all details click create option and click report option.

Step: 5 Report for the Product database created.

Step: 6 Stop the process.



Result:

The above Program has been executed successfully.