



KARPAGAM ACADEMY OF HIGHER EDUCATION
(Deemed University Established Under Section 3 of UGC Act 1956)
Coimbatore - 641021.

(For the candidates admitted from 2016 onwards)

DEPARTMENT OF COMMERCE (CA)

SUBJECT : INTRODUCTION TO INFORMATION TECHNOLOGY

SEMESTER : I

SUBJECT CODE: 17CCU112

CLASS :

I B.COM CA

SYLLABUS

17CCU112

L T P C

**INTRODUCTION TO INFORMATION TECHNOLOGY
(PRACTICAL)**

- - 3 1

Course Objective: Microsoft office is the standard software solution for word processing, graphs, charts and presentations.

Learning Outcomes:

- 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 data base information

MS WORD

1. Type Chairman's Speech / Auditors report/ Minutes/ agenda and perform the following operations Bold, Underline, Font Size, Font Style, Background Color, text Color, Line Spacing, Spell Check, Alignment, Header and Footer, Inserting pages and page numbers, Find and replace.
2. Prepare an invitation for the College Function using Text boxes and Clip Arts
3. Design an invoice and Account Sales by using drawing tool bar, clip art, word art, symbols, borders and shading.
4. Prepare a class time table and perform the following operations
5. Inserting the table, data entry, alignment of rows and columns, inserting and deleting and change of table format.
6. Prepare a shareholders' meeting letter (notice) for 10 members using mail merge operation.

7. Prepare bio data by using wizard/ templates.

MS EXCEL

1. Prepare a mark list of your class (minimum 5 subjects) and perform the following operations
2. Data entry, total, average, result and ranking by using arithmetical, logical functions and sorting
3. Prepare final accounts (Trading Profit and Loss account and Balance Sheet) by using formula
4. Draw different types of charts (Line,. Pie, Bar) to illustrate yearwise performance of sales, purchase, profit of a company by using chart wizard.
5. Prepare a statement of Bank's customer account showing simple and compound interest calculations for 10 different customers using mathematical and logical functions
6. Prepare a product life cycle, which should contain the following stages
7. Introduction, growth, maturity, saturation and decline

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, and Add voice if possible to explain the features of the product. The presentation should work in manual mode.
2. Design presentation slides for organisation details for five levels of hierarchy of a company using organisation chart
3. Design slides for the headline news of a popular TV channel. The presentation should contain the following transactions – Top down, Bottom up, Zoom in and Zoom out – The presentation should work in custom mode.
4. Design presentation slides about an organisation and perform frame movement by inserting clip arts to illustrate running of an image automatically
5. Design presentation slides for the seminar, lecture presentation using animation effect and perform the following operations: Creations of different slides, changing background color, font color, using word art.

MS ACCESS

1. Prepare a payroll for employee database of an organisation with the following details

1. Employee id, employee name, date of birth, department, 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 table, must have atleast 2 fields with the following details :Roll no, 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 and create an invoice in the form of design view.
4. Create forms for simple table ASSETS
5. Create report for the PRODUCT database.

Reference Books

1. June Jamrich Parsons.(2013).*Practical Microsoft Office 2013* [First Edition]. Boston, Cengage learning.
2. Srinivasa Vallabhan, V. (2011).*Computer Application in Business* [5th edition].New Delhi, Sultan Chand and Sons.

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.

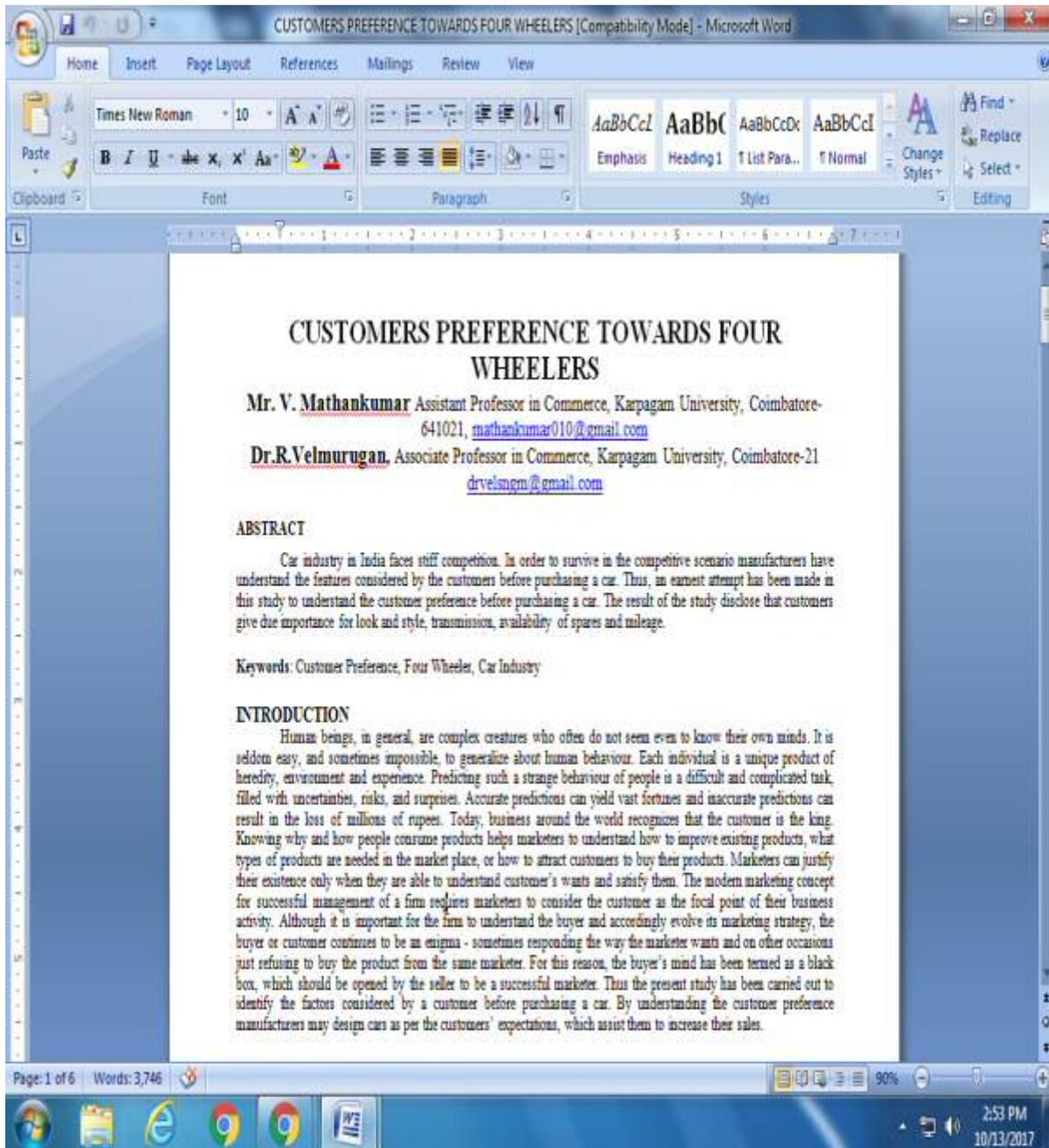
Step: 4 Align the article and insert page numbers using Header & Footer options.

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.

Output



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.

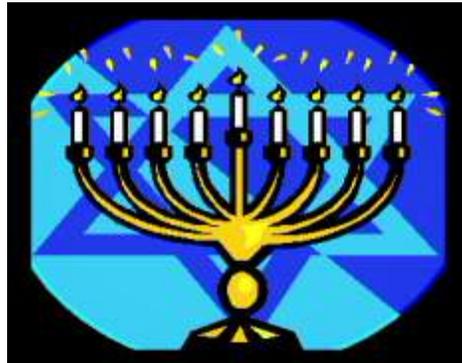
Output

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,

VENUE: Thirumanthiram hall

TIME: 10.30AM

TVS Sundaram Motors, COIMBATORE.

Result:

The above Program has been executed successfully.

**VENUE: Thirumanthiram
hall**

TIME: 10.30AM

Ex.No:3

Design an Invoice and Accounts Sales

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 (= sum(Select the items to add) = sum(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.

Output

Cost Sheet		
Particulars	Amount	Amount
Opening Stock	2000	
Add: Purchases	4000	
	6000	
Less: Closing Stock	1500	
Material Consumed	4500	
Dircet Labour	1500	
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. 4

Preparation of Class Time Table

Aim:

To Prepare a Class Time Table

Algorithm

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

Step: 2 Click Insert Menu and insert the rows and columns for time table

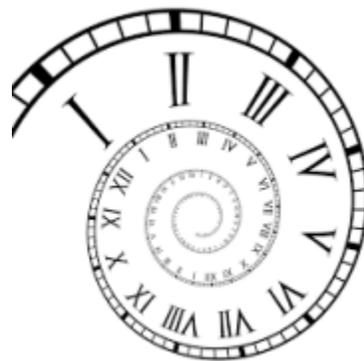
Step: 3 Enter the class and subject in the table

Step: 4 Use the Split and Merge options in the MS Word.

Step: 5 Enter the Class time and Break time in the time table.

Step: 6 Stop the process.

OUTPUT:



TIME TABLE

DAY HOUR TIME	I	II	B R E A K	III	L U N C H	IV	V	B R E A K	VI
	9.30-10.20	10.20-11.10		11.25-12.15		1.00-1.50	1.50-2.40		2.55-3.45
MONDAY	English	Tamil		Lab		Lab	FA		BC
TUESDAY	Tamil	Lab		FA		BC	English		Tamil
WEDNESDAY	Tally Lab	English		Maths		Tally Lab	BC		FA
THURSDAY	Maths	Maths		Tally Lab		Tamil	English		BC
FRIDAY	Lab	Tally Lab		Maths		FA	BC		English

Result:

Introduction to Information Technology Practical | 2017

The above Program has been executed successfully.

Ex.No:5

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.)

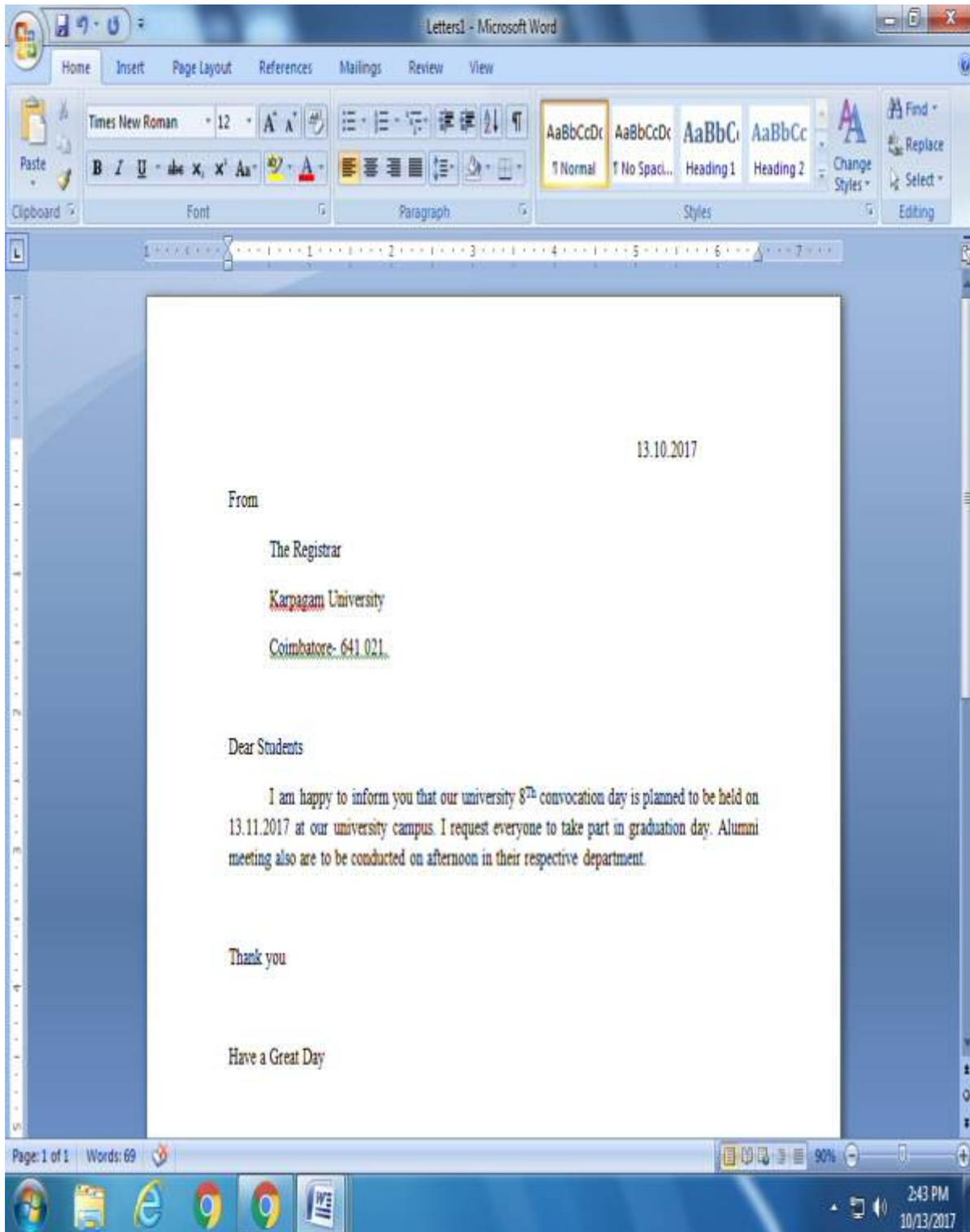
Step: 3 Click the mailings option and click the start mail merge and click start a mail merge step by step option.

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.

Output



Result: The above Program has been executed successfully.

Ex.No:6

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.

Ex. No 7

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 Excel

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.

OUTPUT:

	A	B	C	D	E	F	G	H	I	J	K	L	M
1													
2	Student's Marklist												
3													
4													
5													
6	Column	Column2	Column3	Column4	Column5	Column6	Column7	Column8	Column9	Column10	Column11	Column12	
7	S.NO	REG NO	NAME	TAMIL	ENGLISH	MATHS	SCIENCE	SOCIAL	TOTAL	AVERAGE	RESULT	RANK	
8	1	133035	VIJAY	89	93	100	78	77	437	87.7	PASS	1	
9	2	130322	ARUL	86	77	86	96	90	435	87	PASS	2	
10	3	130344	SANKAR	93	77	98	66	95	429	85.8	PASS	3	
11	4	130321	ANAND	91	86	69	90	92	428	85.6	PASS	4	
12	5	130326	DURAI	75	80	78	96	97	426	85.2	PASS	5	
13	6	130346	MUTHU	99	80	78	96	97	426	84.8	PASS	6	
14	7	130340	RAVI	76	66	64	95	95	396	79.2	PASS	7	
15	8	130325	GUNA	77	86	45	89	98	395	79	PASS	8	
16	9	130342	BASKAR	88	89	76	65	65	383	76.6	PASS	9	
17	10	130347	KRISHNA	94	76	69	82	45	366	73.2	PASS	10	
18	11	130333	BALA	68	59	56	88	93	364	75.8	PASS	11	
19	12	130339	SIMBU	68	80	76	88	41	353	70.6	PASS	12	
20	13	130348	RAHUMAN	57	79	89	71	38	334	66.8	PASS	13	
21	14	130338	CHANDRA	66	78	89	34	55	322	64.4	FAIL	RA	
22	15	130324	ARYA	45	66	34	54	43	242	48.4	FAIL	RA	

Result:

The above Program has been executed successfully.

Ex.No:8

Preparation of Final Accounts

Aim:

1. To Prepare final accounts (Trading Profit and Loss account and Balance Sheet) by using formula

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 excel.

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

Step: 4 Enter the values for final accounts using formal to calculate the sum of the values.

Step: 5 Display the results in the respective cells.

Step: 6 Stop the process.

OUTPUT:

FINAL ACCOUNTS							
<u>TRADING and P&L a/c of MR.M for the year ended 31.3.2017</u>							
PARTICULARS	L.F	RS	RS	PARTICULARS	L.F	RS	RS
To opening stock			15500	By closing stock			14900
To purchase		106000		By sales		207000	
(-)purchase return		2100	103900	(-)sales return		5100	201900
To wages		26000					
(+)outstanding wages		2100	28100				
To fright on purchase			2800				
To gross profit C/D			66500				
(transher to p&l a/c)							
			216800				216800
To salaries			11000	By gross profit B/D			66500
To general expenses		2500		(transferred from trading a/c)			
(-)general expenses		600	1900	By reserve for bad debts			300
To rent			3000	By sundry income			1200
To postage and telegram			1400				
To stationery			1300				
To carriage on sales			4000				
To repairs			4500				
To bad debts			600				

Introduction to Information Technology Practical | 2017

trading & p&I ac FINAL [Read-Only] - Microsoft Excel

	A	B	C	D	E	F	G	H	I	J	K
25	To bad debts		600								
26	(+)new bad debts		1500	2100							
27	To depreciate										
28	(+)building		700								
29	(+)machinery		5000								
30	(+)furniture		750	6450							
31	To net profit C/D			32350							
32	(transferred to capital account)										
33				68000				68000			
34											

balance sheet [Read-Only] - Microsoft Excel

	A	B	C	D	E	F	G	H	I	
1	BALANCE SHEET OF MR.M AS ON 31.3.2017									
2										
3										
4	LIABILITIES	RS	RS	ASSERT	RS	RS				
5	capital	90000		closing stock		14900				
6	(+)net profit	32350	122350	land & building	35000					
7	creditors		9600	(-)depreciation	700	34300				
8	outstanding		2100	machinery	50000					
9				(-)depreciation	5000	45000				
10				furniture	5000					
11				(-)depreciation	750	4250				
12				debtors	30000					
13				(-)bad debts	1500	28500				
14				cash		100				
15				bank		6400				
16				prepaid insurance		600				
17										
18			134050			134050				
19										

Result:

The above Program has been executed successfully.

Ex. No. 9

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.

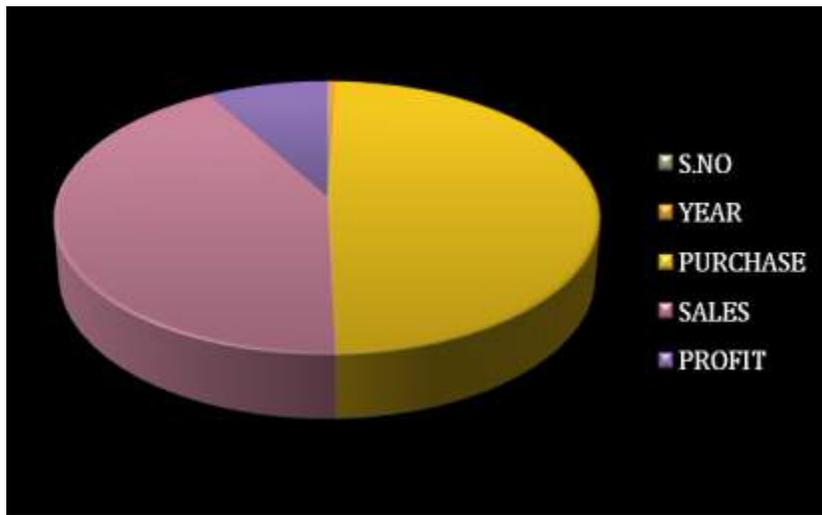
Step: 4 Select the chart option, different type of charts are displayed and pick a type of chart that is suitable to the typed data.

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

Step: 6 Stop the process.

OUTPUT

PURCHASE	SALES	PROFIT
173500	148986	29351
139076	100000	19514
137890	120000	29024
166876	140876	100066
389640	369640	20000



Result: The above Program has been executed successfully.

Ex.No:10

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.

Output

BANK STATEMENT

S.N O	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:11

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.

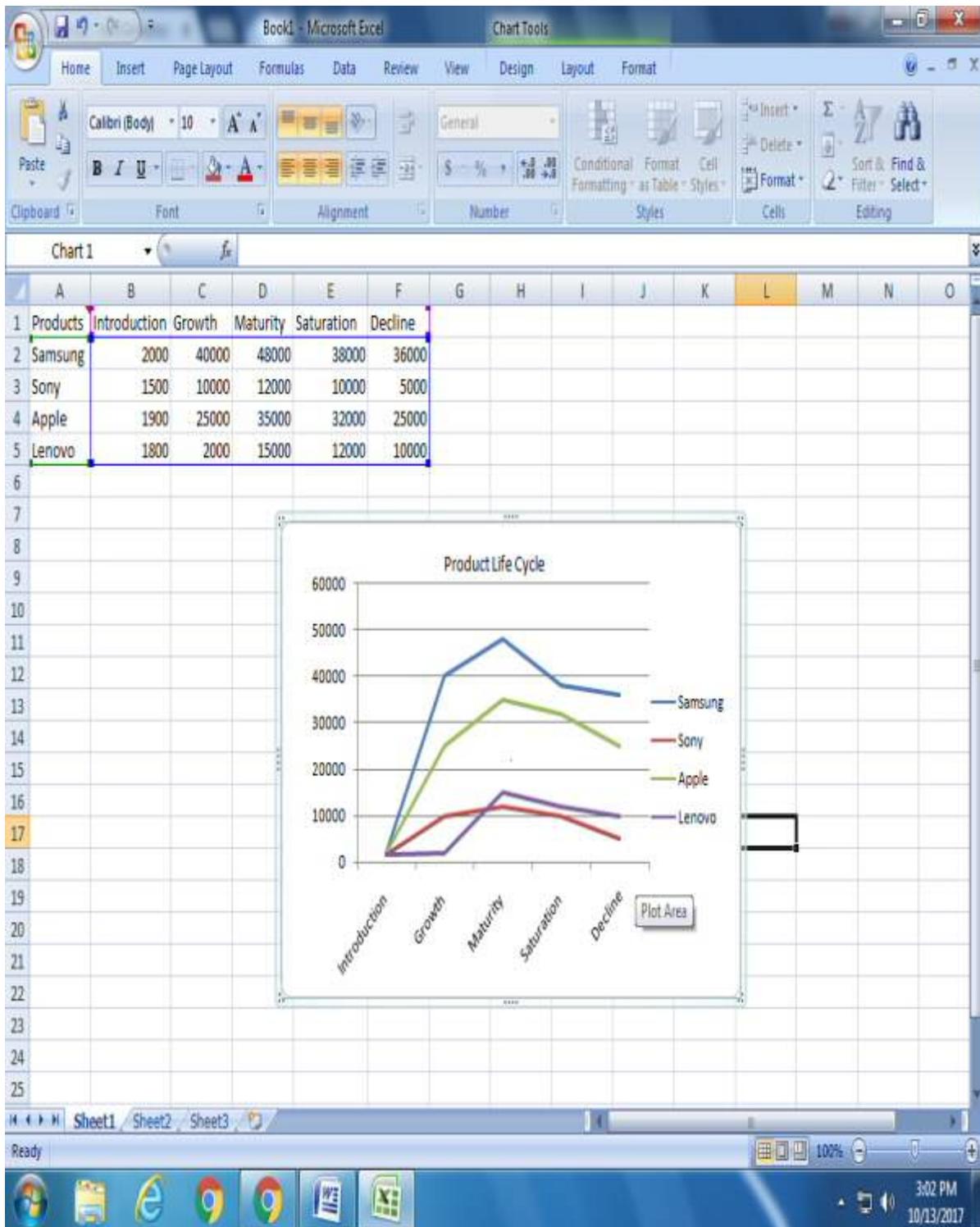
Step: 2 Type the value for the product like (Introduction , Growth, Maturity, Saturation, decline etc).

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.

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

OUTPUT



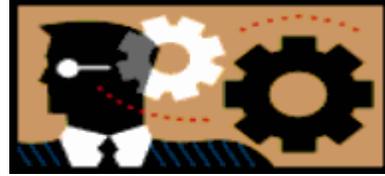
Palace for
BRANDED
MOBILES



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:**

-
-
-
-
-

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

○ *OTHER MOBILES of* **MOTO:**

- *MOTO E* - Rs .7000
- *MOTO E 2* - Rs .7500
- *MOTO G 2* - Rs .9899
- *MOTO X* - Rs .22000



● *Attractive Offers*

Samsung

Sony

Microsoft

L.G

Panasonic

Lenovo

Huawei





Result:

The above Program has been executed successfully.

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.

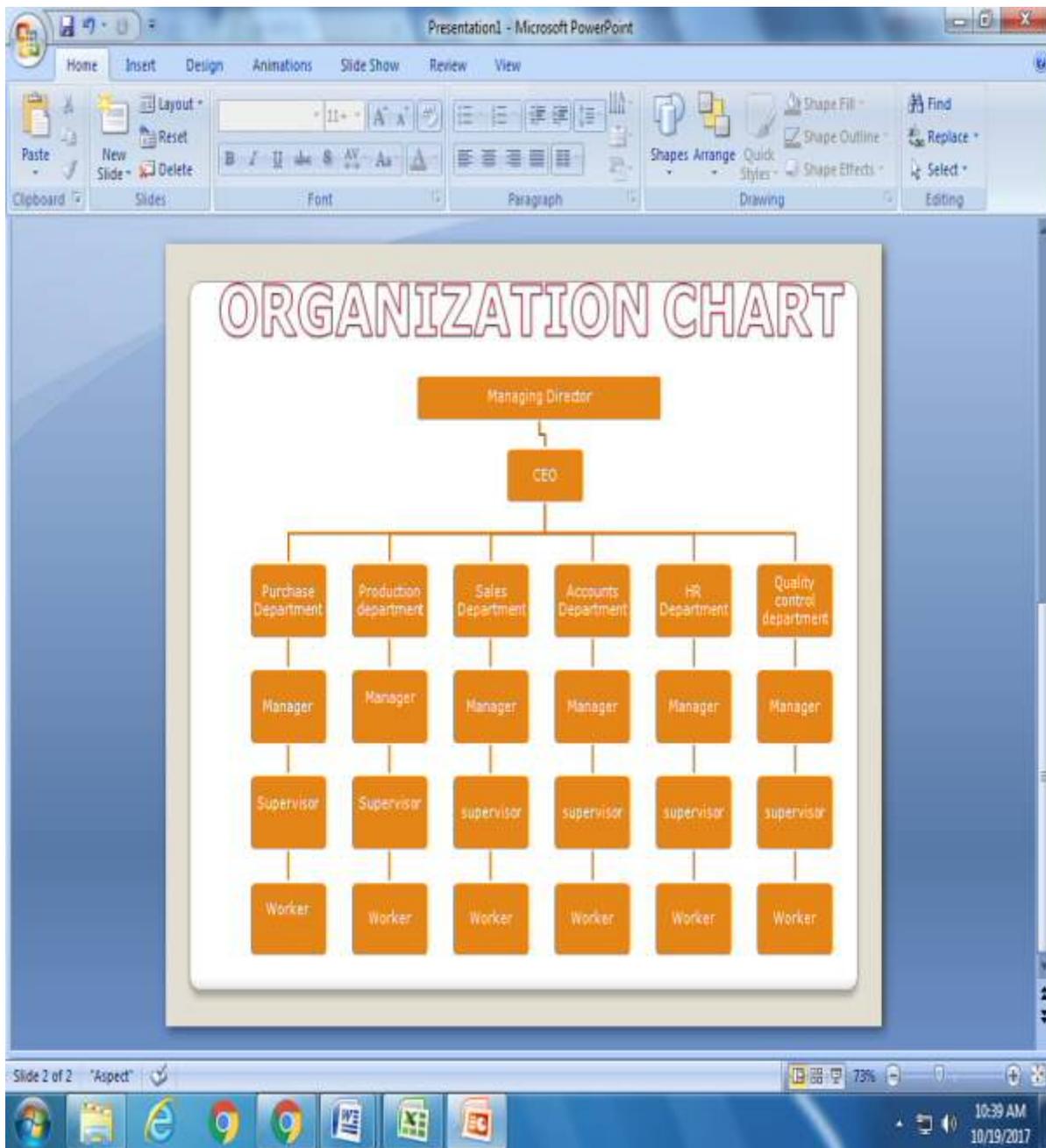
Step: 4 Select the Hierarchy according to our organization and enter the details.

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

OUTPUT:



Result:

The above Program has been executed successfully.

Ex. No. 14

Aim:

To prepare a Presentation slides for Design slides for the headline news of a popular TV channel. The presentation should contain the following transactions – Top down, Bottom up, Zoom in and Zoom out – The presentation should work in custom mode.

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.

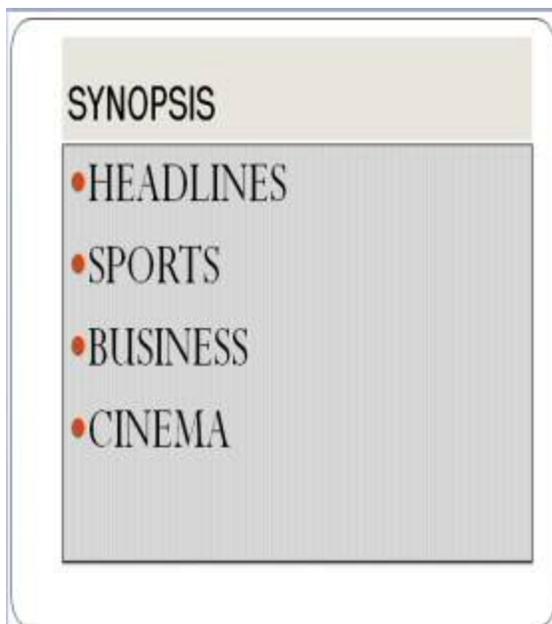
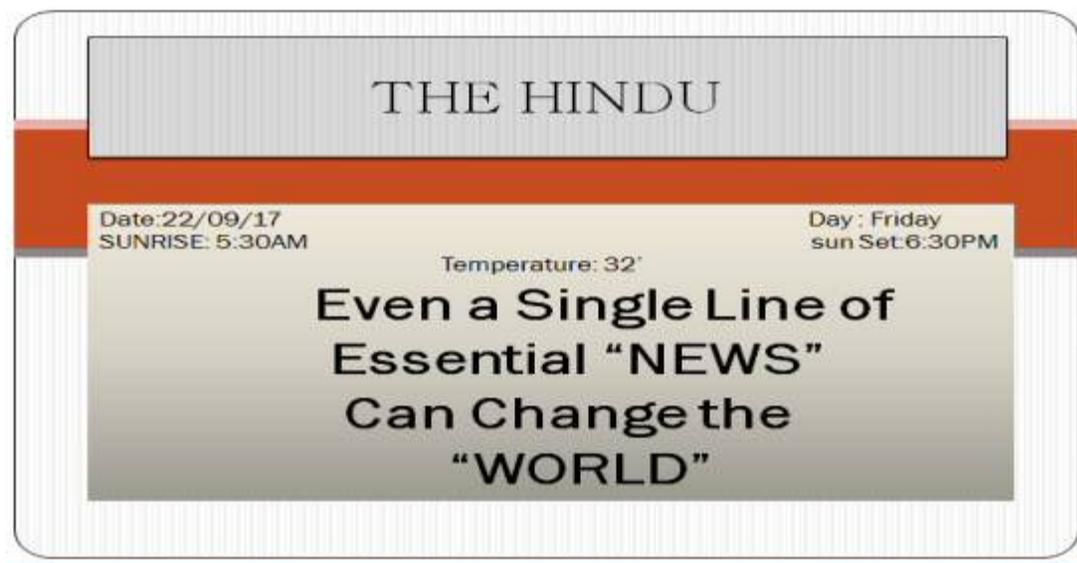
Step: 4 Select the Hierarchy according to our organization and enter the details.

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

OUTPUT:



sports

- India wins test series in srilanka in 22 years. ishant sharma for on aggressive on the field.
- NBA league trophy was won by MIAMI HEAT. lebron leads to the winning of the team by basketing 5+ three points.
- WWE championship was taken by UNDERTAKER and brocklesnar was in vain

CINEMA

- Mersal teaser and vivegam teaser has been postponed to next week to release
- Actor siva expired due to sudden cardial attack.
- Hiphop tamizha's birthday was celebrated grandly by giving food to the orphan peoples in coimbatore.

BUSINESS

- Modi in bihar. Attacks of Nigeria was conflict one lakh people.
- Rameshwaram women awarded by American company for her new invention in the it field.
- American seacalogy award ceremony on oct 8th

Result:

The above Program has been executed successfully.

Ex.No:15

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

OUTPUT



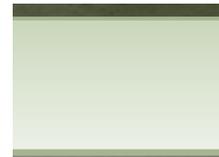
ORGANISATION



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.

Ex.No:16

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:-



- ❑ 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:17

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).

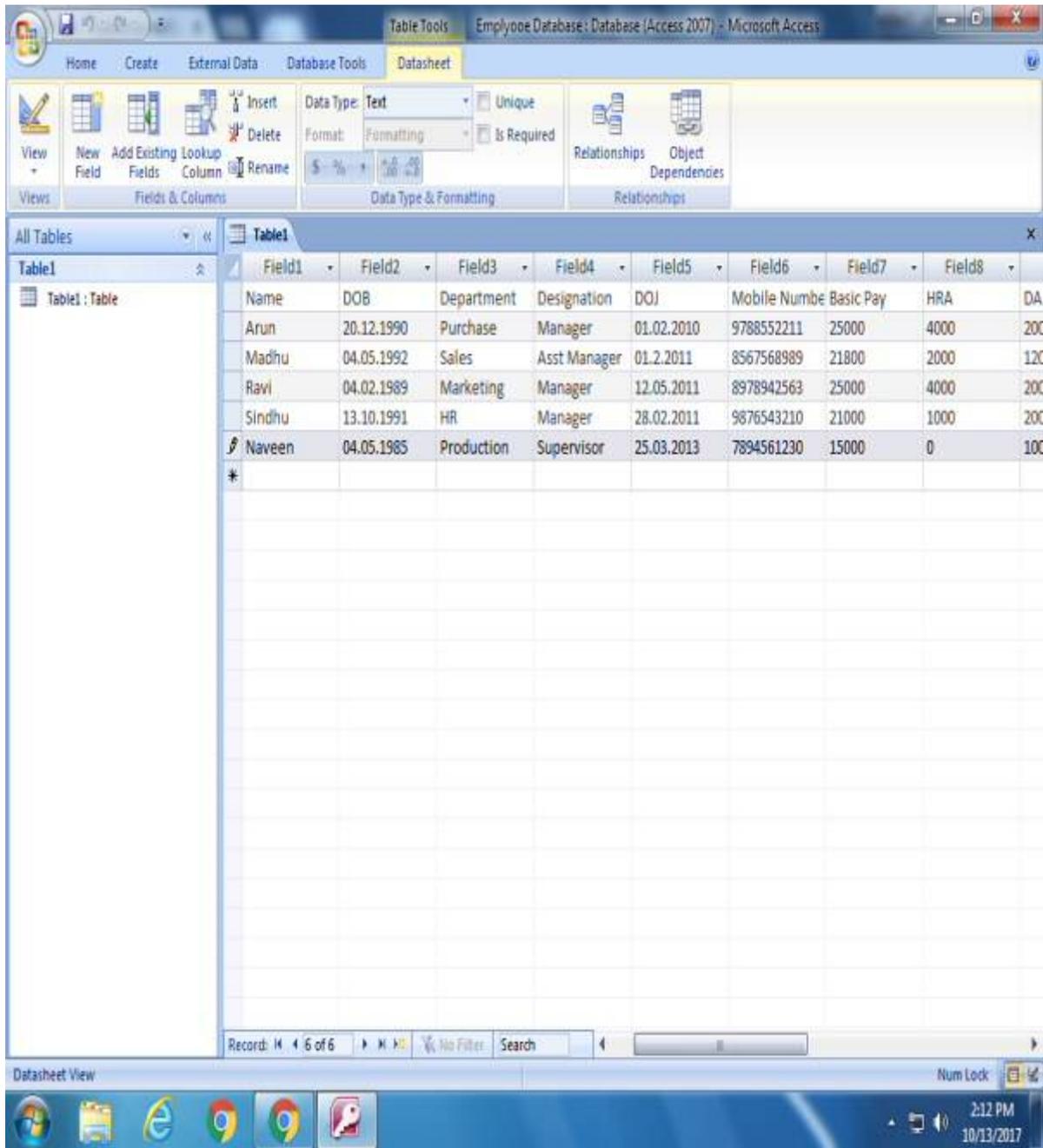
Step: 4 Enter required details of the company employee in that particular tab.

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

Step: 5 Employee database created.

Step: 6 Stop the process.

OUTPUT



The screenshot displays the Microsoft Access interface in Datasheet View for a table named 'Table1'. The table contains the following data:

Field1	Field2	Field3	Field4	Field5	Field6	Field7	Field8	
Name	DOB	Department	Designation	DOJ	Mobile Numbe	Basic Pay	HRA	DA
Arun	20.12.1990	Purchase	Manager	01.02.2010	9788552211	25000	4000	200
Madhu	04.05.1992	Sales	Asst Manager	01.2.2011	8567568989	21800	2000	120
Ravi	04.02.1989	Marketing	Manager	12.05.2011	8978942563	25000	4000	200
Sindhu	13.10.1991	HR	Manager	28.02.2011	9876543210	21000	1000	200
Naveen	04.05.1985	Production	Supervisor	25.03.2013	7894561230	15000	0	100
*								

Result:

The above Program has been executed successfully.

MS ACCESS

Ex.No:18

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.

OUTPUT

ID	Field1	Field2	Field3	Field4	Field5	Field6	Field7	Field8	Field9
9	Register Numb	Name	DOB	Department	HSC Mark	SSLC Mark	Address	Mobile umber	Email ID
10	17CCU001	Arun	13.02.1991	Commerce	989	410	Coimbatore	8945612378	arun@gmail.cc
11	17CCU002	Arvinth	15.12.1992	Commerce	1002	440	Salem	8974561258	Arvinth@gmail
12	17CCU003	Aruna	12.03.1992	Commerce	1045	464	Erode	7894563258	Arun@gmail.cc
13	17CCU005	Ashwini	14.05.1992	Commerce	1078	478	Namakkal	8945612589	Ashwin@Yahoo
14	17CCU006	Bharthi	15.10.1992	Commerce	1040	402	Pollachi	7894569874	y@gmail.com
*	(New)								

Result:

The above Program has been executed successfully.

Ex.No:19

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.)

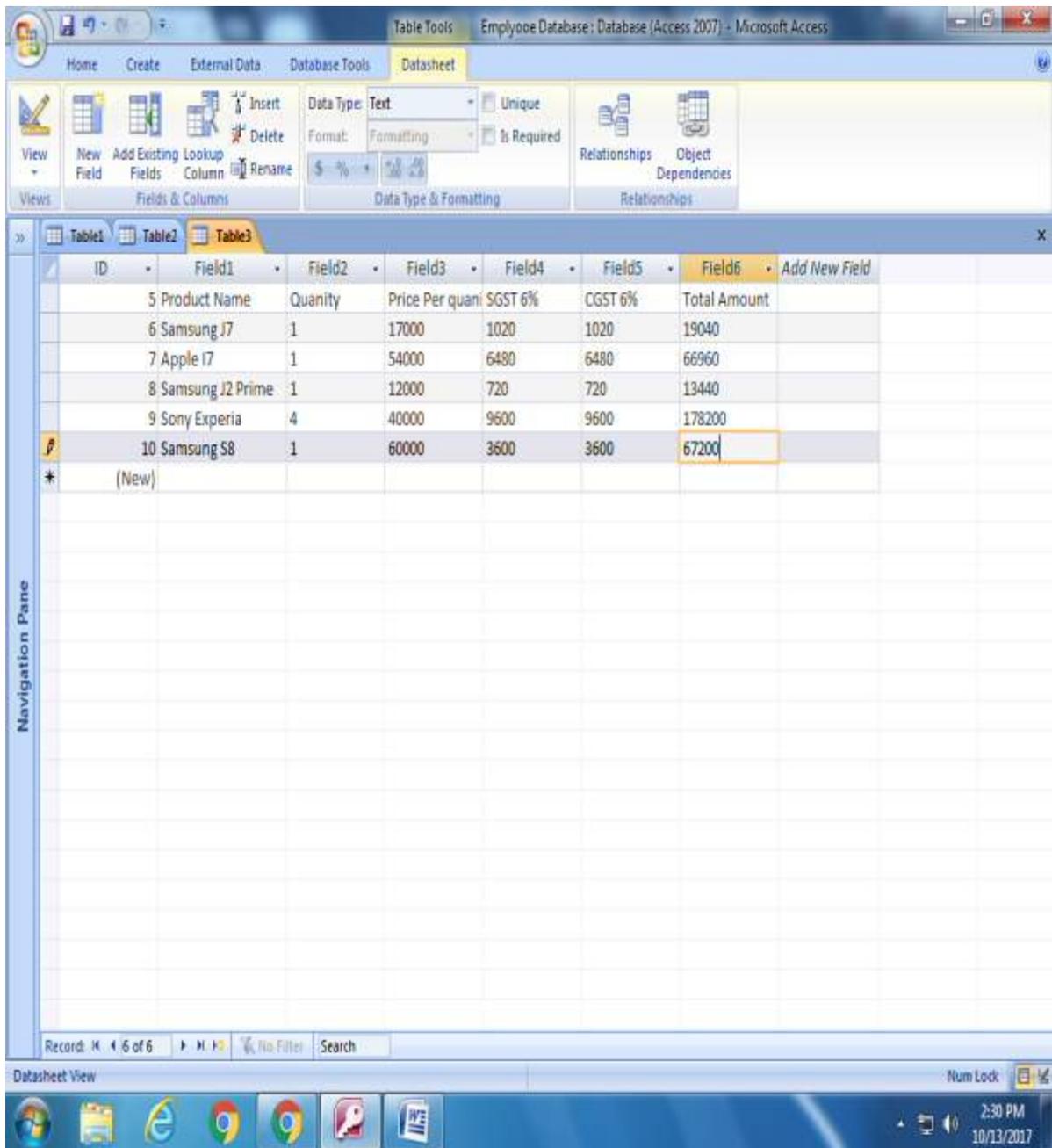
Step: 4 Enter required details of the product in that particular tab.

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

Step: 5 Product database created.

Step: 6 Stop the process.

OUTPUT



Result:

The above Program has been executed successfully.

Ex.No:20

Create Forms for Simple table Assets

Aim: To Create Forms for Simple table Assets

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 assets database.

Step: 3 Enter the following details in title (Name of the Furniture, Fixed Deposits, Loyalty, Machineries, Transport etc.)

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

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

Step: 5 Report for the assets database created.

Step: 6 Stop the process.

OUTPUT:

pdt

ITEM	LUX
QUANTITY	50
PRICE	22
TOTAL_AMOUNT	1100

ITEM	MILKBIKIS
QUANTITY	250
PRICE	20
TOTAL_AMOUNT	5000

ITEM	DAIRYMILK SILK
QUANTITY	100
PRICE	55
TOTAL_AMOUNT	5500

ITEM	PASTAA
QUANTITY	25
PRICE	15
TOTAL_AMOUNT	375

ITEM	MAGGI HOT& PEPPER
QUANTITY	30
PRICE	22
TOTAL_AMOUNT	660

Result:

The above Program has been executed successfully.

Ex.No:21

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.

OUTPUT

The screenshot displays the Microsoft Access 2007 interface in Report Layout Tools view. The title bar indicates the file is 'Employee Database : Database (Access 2007) - Micros...'. The ribbon includes 'Home', 'Create', 'External Data', 'Database Tools', 'Format', 'Arrange', and 'Page Setup'. The 'Format' ribbon is active, showing options for font (Calibri, size 11), conditional formatting, currency, percentages, and grouping. The 'Product Report' is open, showing a table with the following data:

ID	Field1	Field2	Field3	Field4
5	Product Name	Quantity	Price Per quantity	SGST 6%
6	Samsung J7	1	17000	1020
7	Apple I7	1	54000	6480
8	Samsung J2 Prime	1	12000	720
9	Sony Experia	4	40000	9600
10	Samsung S8	1	60000	3600
6				

The report is titled 'Product Report' and is dated 'Friday, October 13, 2017' at '2:30:54 PM'. The 'Navigation Pane' on the left shows 'Table1', 'Table2', and 'Product Report'. The status bar at the bottom indicates 'Page 1 of 1'.

Result:

The above Program has been executed successfully.