

19CCU111

**INTRODUCTION TO  
INFORMATION TECHNOLOGY (PRACTICAL)**

Semester – I

4H – 2C

Instruction Hours / week: L: 0 T: 0 P: 4

Marks: Internal: 40

External: 60

Total: 100

End Semester Exam: 3 Hours

**COURSE OBJECTIVES:****To make the students**

1. To know the MS-word features and its application
2. To be familiar with MS-Excel function and its application
3. To be familiar with MS-Office application in preparing balance sheet.
4. To be aware of the MS-Powerpoint and its usage.
5. To understand the usage of MS-Access and its applications

**COURSE OUTCOMES:****Learners should be able to**

1. Prepare documents and reports for the organization.
2. Prepare datasheet and apply the built-in functions for analyzing the data to support decision making.
3. Utilize visual aids and tools to present the data
4. Design the presentations for the business meetings
5. Store, retrieve data and make decisions based on the 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 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  
Insert table, data entry, alignment of rows and columns, inserting and deleting and change of table format.
5. Prepare a shareholders' meeting letter (notice) for 10 members using mail merge operation.
6. 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  
Data entry, total, average, result and ranking by using arithmetical, logical functions and sorting
2. Prepare final accounts (Trading Profit and Loss account and Balance Sheet) by using Mathematical formula
3. Draw different types of charts (Line, Pie, Bar) to illustrate year wise performance of sales, purchase, profit of a company by using chart wizard.
4. Prepare a statement of Bank's customer account showing simple and compound interest calculations for 10 different customers using mathematical and logical functions
5. Prepare a product life cycle, which should contain the following stages Introduction, growth, maturity, saturation and decline
6. Prepare Financial performance of a Company using Average, Median, Mode, Standard Deviation, Coefficient of Variation

## MS POWERPOINT

1. Design Presentation slides for a product of your choice. The slides must include name, brand name, type of product, characteristics, 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  
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.

#### SUGGESTED READINGS :

1. Wayne L. Winston, (2017), Microsoft Excel 2016 - Data Analysis and Business Modeling, Prentice Hall India Learning Private Limited, New Delhi
2. Faithe Wempen (2016), Microsoft Office 2016 at Work for Dummies, Wiley India, New Delhi
3. Dinesh Maidasani(2015), Learning Computer Fundamentals, MS Office and Internet & Web Technology, 3rd Edition, Laxmi Publications, New Delhi.
4. John Walkenbach (2015), Microsoft Excel 2016 Bible: The Comprehensive Tutorial Resource, Wiley India, New Delhi.
5. Cox (2013), Microsoft Access 2013 Step by Step, Prentice Hall India Learning Private Limited, New Delhi



**Ms- Word**

**Ex.No:1**

## **Preparation of Auditor Report**

### **Aim:**

To Prepare an Auditor Report 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.

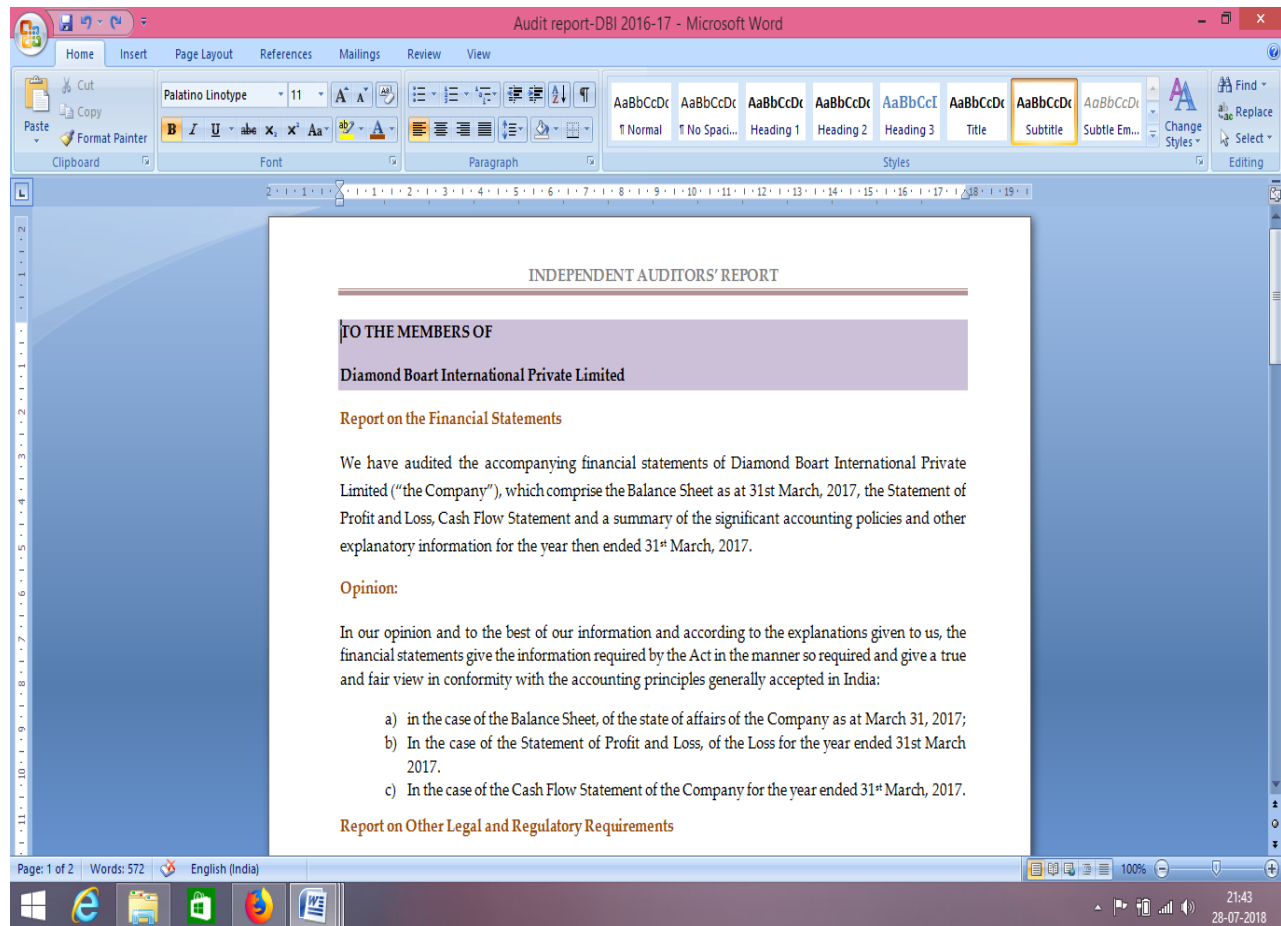
**Step: 4** Align the report and insert page numbers and title using Header & Footer options.

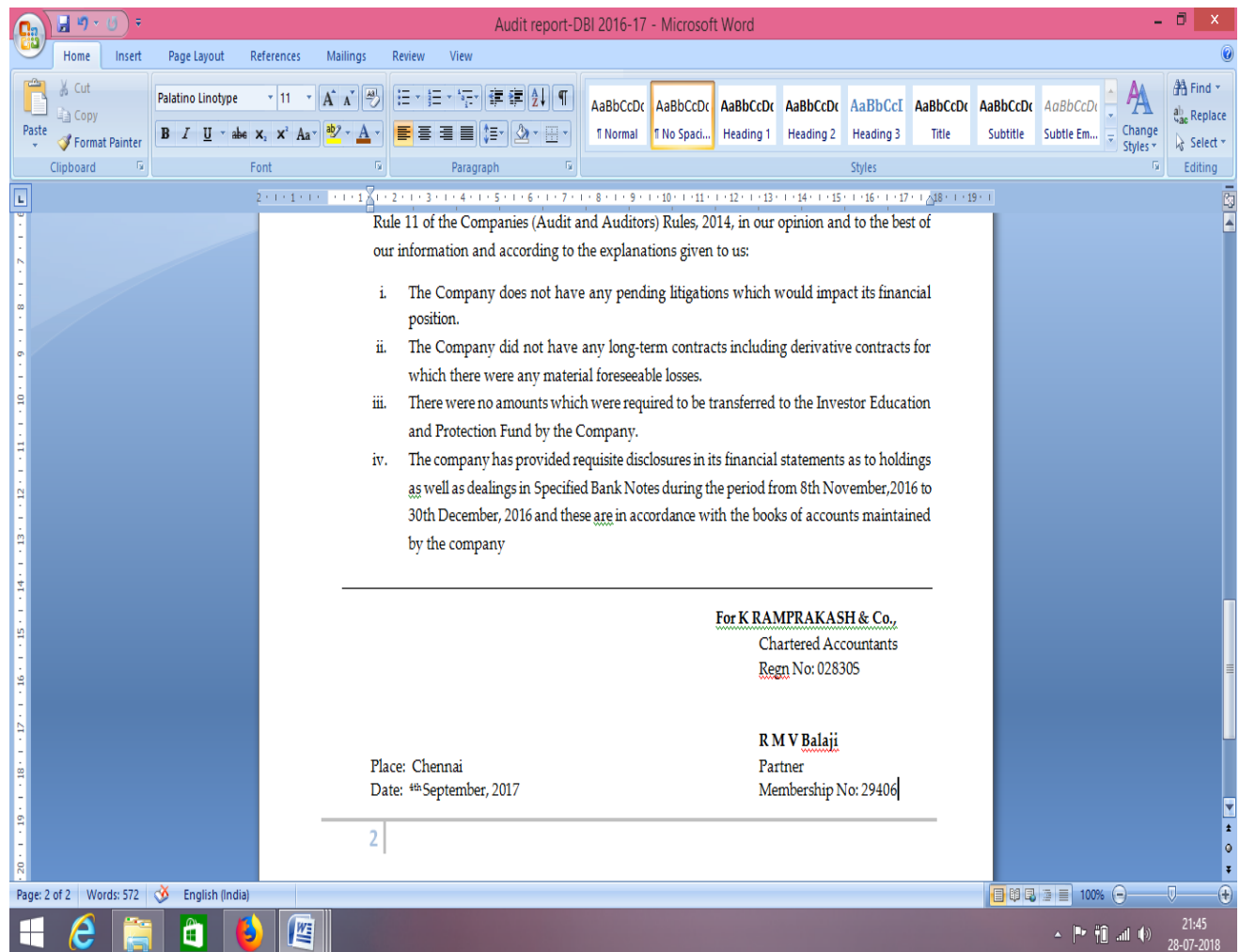
**Step: 5** Select the article and find and replace the words.

**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 cliparts.

### **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 (Computer Applications)



BIZ - COM - 2019

*On 10<sup>th</sup> July 2019, Tuesday.*

***BY, Mr. M. V. Ravichandar***

**President HR, Legal and Administration,  
TVS Sundaram Motors, COIMBATORE.**

***VENUE: Thirumanthiram hall***

***TIME: 10.30AM***

**Result:**

The above Program has been executed successfully.



**Ex.No:3**

## **Design an Invoice and Accounts Sales**

### **Aim:**

To Prepare an Invoice and Account Sales by using drawing tool bar, clip art, word art, symbols, borders and shading.

### **Algorithm**

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

**Step: 2** Design the invoice and account sales with necessary details like address, quantity, description, unit price and amount.

**Step: 3** Design the company name and logo using word art and clip art.

**Step: 4** Add dollor symbol before amount and apply borders and shading.

**Step: 5** Align the invoice and account sales.

**Step: 6** Stop the process.

## Output

### Invoice:

GWhole Sale		INVOICE	
A.B.N			
<b>SOLD TO:</b> Sydney Garden Centre level 1, 300 Elizabeth Street sydney n.s.w 2000		INVOICE NUMBER 3035 INVOICE DATE June 6, 2015	
		SALES REP	Sarah Coles
QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT
10	Large Planting Pots	10.00	\$100.00
20	Bamboo Seedlings	5.00	\$100.00
4	Trelis	14.00	\$56.00
100	Seed packets	0.50	\$50.00
		subtotal	\$306.00
		deposit paid	
		Total	\$306.00
<b>DIRECT ALL INQUIRIES TO:</b> G Whole Sale Attn: XEROBILLS ACCREC Account: 2334-5678		<b>MAKE ALL PAYABLE TO:</b> PAY THIS AMOUNT	

### Account Sales:

Account Sales of 90 Mixies sold by Ganesh & Company of Bhopal on account and at the risk of Messrs Devi and Sons, Delhi, by:			
			Rs
Gross Proceeds:			
60 Mixies with additional Jar @ Rs 1,500			90,000
30 Mixies without additional Jar @ Rs 1,300			39,000
			1,29,000
Less: Expenses and Charges			
	Rs		
Freight	3,000		
Insurance	2,000		
Warehouse Charges	2,500		
Commission @ 15%	19,350		26,850
			1,02,150
Less: Advance sent			50,000
Balance due (Cheque/Draft enclosed)			52,150
E. & O E.			Ganesh & Company, Bhopal
Stock on hand 10 Mixies			
15th July 2004			

### Result:

The above Program has been executed successfully.



## EX. No. 4

### Preparation of Class Time Table

#### Aim:

To Prepare a Class Time Table by performing following operations like insert table, data entry, alignment of rows and columns, deleting 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** Click Insert Menu and insert the rows and columns for time table

**Step: 3** Enter the class and subject in the table

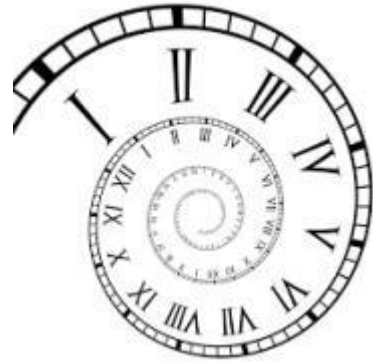
**Step: 4** Use the Split and Merge options in the MS Word.

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

**Step: 6** Stop the process.

Output:

# TIME TABLE



DAY HOUR	I	II	B R E A K	III	L U N C H	IV	V
TIME	9.00-9.55	9.55-10.50		11.05-12.00		12.45-1.35	1.40-2.35
MONDAY	English	Tamil		Lab		Lab	FA
TUESDAY	Tamil	Lab		FA		BC	English
WEDNESDAY	Tally Lab	English		Maths		Tally Lab	BC
THURSDAY	Maths	Maths		Tally Lab		Tamil	English
FRIDAY	Lab	Tally Lab		Maths		FA	BC

**Result:**

The above Program has been executed successfully.

**Ex.No:5**

## **Preparation of Shareholder's meeting letter**

### **Aim:**

To Prepare a Shareholder's meeting letter(notice) 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:****Shareholder's Meeting Letter**

**23<sup>rd</sup> June 2018**

The Director,  
Rooban Brother's private Ltd,  
Chennai,  
[Rooban.b@gmail.com](mailto:Rooban.b@gmail.com),  
8990765410.

**OBJECT: Notice of meeting of Directors**

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Dear Shareholder,

Notice is hereby given that the meeting of Shareholder's will be held on 3.8.2018 at ABS Company Ltd., commencing at 10.00 A.M onwards.

Sincerely,

The Director,  
ABS Company Ltd.,  
Coimbatore,  
[absinfo@infotech.com](mailto:absinfo@infotech.com),  
6787539012.

**Result:**

The above Program has been executed successfully.

**Ex.No:6**

## **Preparation of Bio-Data**

### **Aim:**

To Prepare a Bio-Data for attending interview using templates/wizard.

### **Algorithm**

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

**Step:2** Click the new button and select the urban resume from the templates available

**Step: 3** Type the bio data by entering all details like (educational qualification, skills, experience, etc.)

**Step: 4** All necessary details are formatted using alignment options and justify the paragraphs.

**Step: 5** Bio data will be displayed.

**Step: 6** Stop the process.

## BioData

### Revathy

9/119, Aiswarya Layout,  
Ganapathy, CBE  
8976541230  
Kkr.revathy@gmail.com

<b>Objective</b>	Seeking an opportunity to utilize strong communication, organization, management and problem solving skills in an <b>account management</b> position with a thriving company.
<b>Skills</b>	<ul style="list-style-type: none"><li>• <b>Teamwork</b></li><li>• <b>Planning</b></li><li>• <b>Build Relationships</b></li><li>• <b>People skills</b></li><li>• <b>Customer focus</b></li><li>• <b>Manage multiple projects</b></li><li>• <b>Attention to detail</b></li></ul>
<b>Education</b>	<b>Karpagam Academy of Higher Education – B.Com(CA)</b> Completed on 30.04.2018 with 84% <b>GKN Matric Higher Secondary School – HSC</b> Completed on 2015 with 80% <b>GKN Matric Higher Secondary School – SSLC</b> Completed on 2013 with 80%
<b>Experience</b>	<b>Accountant</b> 1.05.2018– present Prepares asset, liability and capital account entries by compiling and analyzing account information

## Result:

The above Program has been executed successfully.

**EX.NO : 12**

**DATE :**

**FINANCIAL PERFORMANCE OF A COMPANY**

**AIM:**

To Prepare a financial performance of a company by calculating Mean, Median, Mode, Standard Deviation and Co-efficient of the variant.

**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 purchase, sales, profit, expenses, turnover for 5 years

**Step: 3** After entering details calculate the values for Mean, Median, Mode, Standard Deviation and Co-efficient of the variant, for the last five years.

**Step: 4** Use statistical functions for calculating the Mean, Median, Mode, Standard Deviation and Co-efficient of the variant for performance of the company .

**Step: 5** Stop the process.



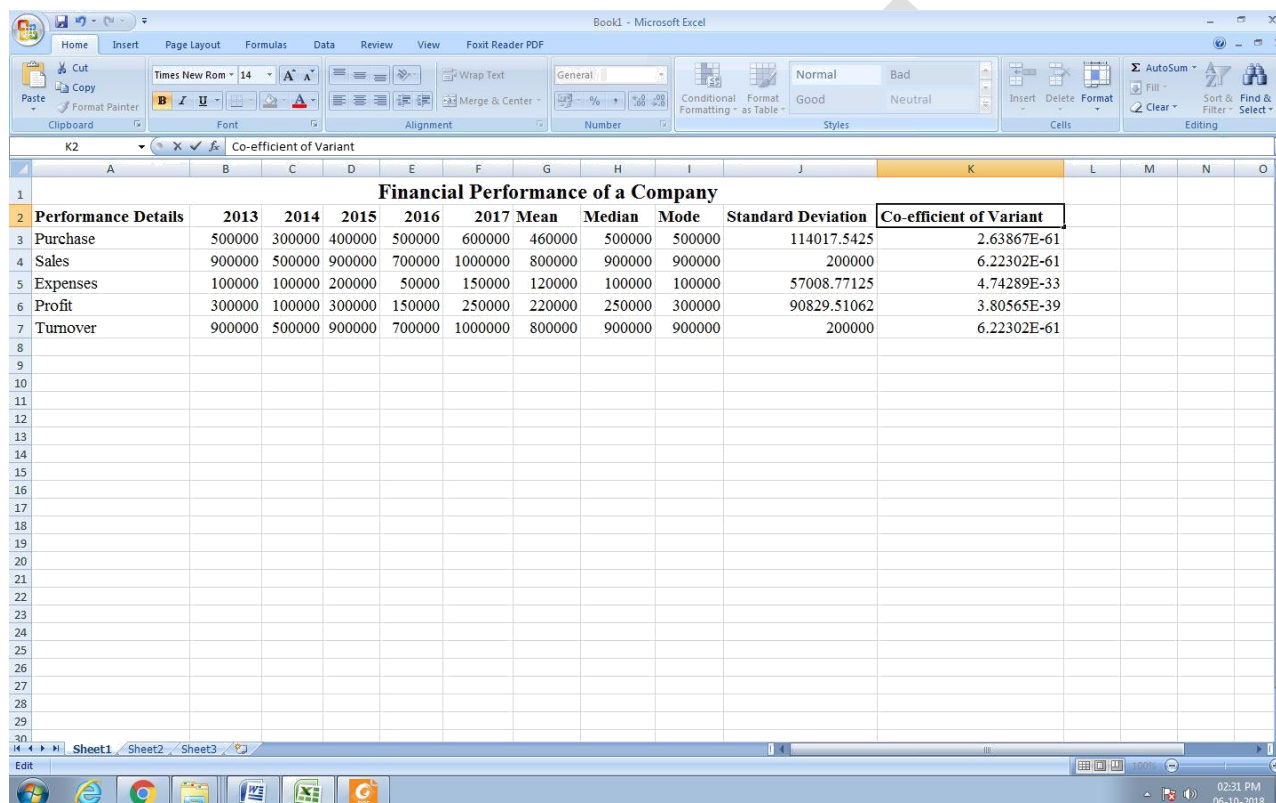
# KARPAGAM ACADEMY OF HIGHER EDUCATION, COIMBATORE

Class: I BCOM (CA) Course Name: Introduction to Information Technology (Practical)

Course Code: Lab Manual: PowerPoint Presentation & Ms-Access

19CCU111 Semester: I

## OUTPUT:



Book1 - Microsoft Excel

Home Insert Page Layout Formulas Data Review View Foxit Reader PDF

Clipboard Font Alignment Number Styles Cells Editing

K2 Co-efficient of Variant

	2013	2014	2015	2016	2017	Mean	Median	Mode	Standard Deviation	Co-efficient of Variant
Purchase	500000	300000	400000	500000	600000	460000	500000	500000	114017.5425	2.63867E-61
Sales	900000	500000	900000	700000	1000000	800000	900000	900000	200000	6.22302E-61
Expenses	100000	100000	200000	50000	150000	120000	100000	100000	57008.77125	4.74289E-33
Profit	300000	100000	300000	150000	250000	220000	250000	300000	90829.51062	3.80565E-39
Turnover	900000	500000	900000	700000	1000000	800000	900000	900000	200000	6.22302E-61

Sheet1 Sheet2 Sheet3

02:31 PM 06-10-2018

## RESULT:

The above program has been executed successfully and the output is verified.

**EX.NO : 13****DATE :****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.

**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 offers, etc in different slides.

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

**Step: 5** Slides is displayed describing all details entered. Click the slide show option.

**Step: 6** Slides is displayed automatically to next slide.

**Step: 7** Stop the process.

OUTPUT:

# MOTOROLA

## SPECIAL FEATURES:

- ◉ G orilla Glass
- ◉ W ate r Resistant
- ◉ High reliable Pixels
- ◉ SD card Expandable up to 32GB
- ◉ Android Version Updatable



# MOTOROLA

## NETWORK DETAILS:

- ◉
- ◉
- ◉
- ◉

**Get This Mobile**  
**Get a VODAFONE SIM**

**Free!!!**

## MOTOROLA

### OTHER MOBILES of MOTO:

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



@ Attr active Offers

## OTHER BRANDED MOBILES

Samsung  
Sony  
Microsoft  
L.G  
Panasonic  
Lenovo  
Huawei





**FANTASY MOBILES**

(I)  
(II)  
(III)  
(IV)  
)

are also in:

(VI)  
(VII)



PLEASE COME AGAIN!!!



**RESULT:**

The above program has been executed successfully and the output is verified.

**EX.NO : 14**

**DATE :**

**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.

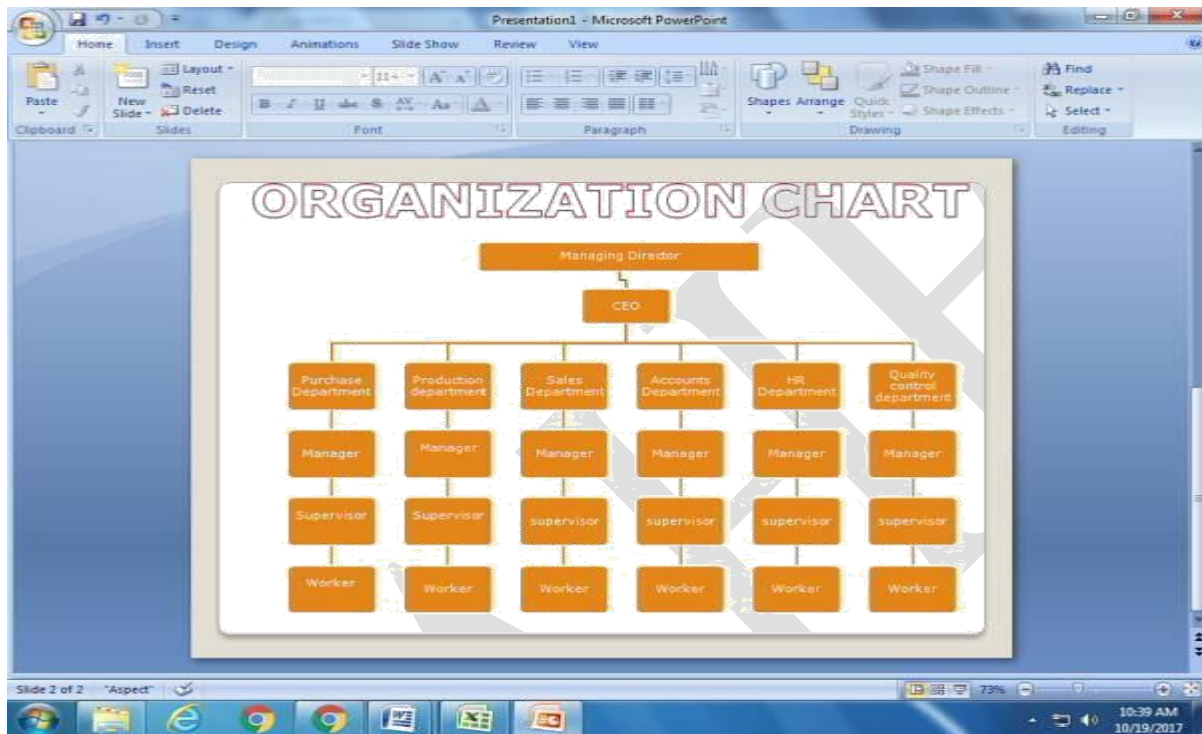
**Step: 4** Select the hierarchy according to our organization and enter the details.

**Step: 5** To add additional hierarchy right click the box and click add shape option.

**Step: 6** After entering all details, click colour option choose the different colour in box and organization chart is displayed.

**Step: 7** Stop the process.

**OUTPUT:**



**RESULT:**

The above program has been executed successfully and the output is verified.

**EX.NO : 15****DATE :****PREPARATION OF PRESENTATION SLIDES FOR  
TV CHANNELS****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.

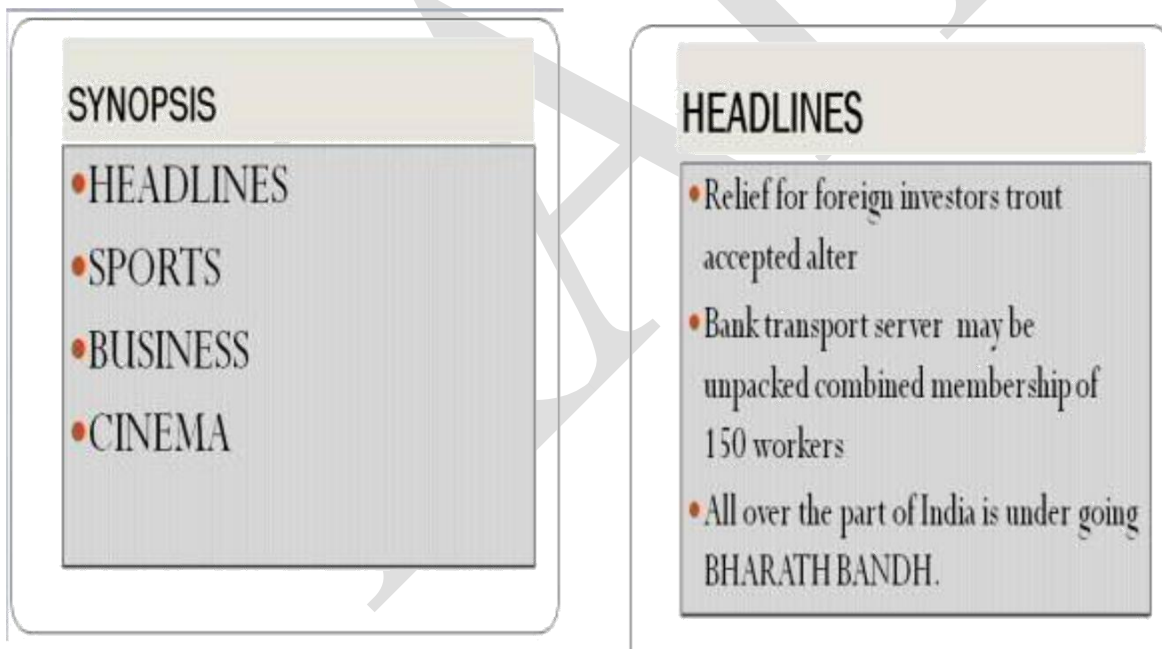
**Step: 4** To add additional hierarchy right click the box and click add shape option.

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

**Step: 6** Stop the process



**OUTPUT:**



**RESULT:**

The above program has been executed successfully and the output is verified.

### 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 54 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.

### RESULT:

The above program has been executed successfully and the output is verified.

**EX.NO : 16**

**DATE :**

**PREPARATION OF PRESENTATION SLIDES  
ABOUT AN ORGANISATION**

**AIM:**

To Prepare a presentation slides about a organisation 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: 5** Change the slide background, insert the images related to the story, click the slide show option.

**Step: 6** Slides are displayed automatically to next slides.

**Step:7** Stop the process.

**OUTPUT:**



# 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 and the output is verified.



**EX.NO : 17****DATE :****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 colour, font colour 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 the seminar topic and click create a new slide option.

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

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

**Step: 5** Change the slide background, insert the images related to the seminar topic. Click the slide show option.

**Step: 6** Slides is displayed automatically to next slides.

**Step: 7** Stop the process.

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**

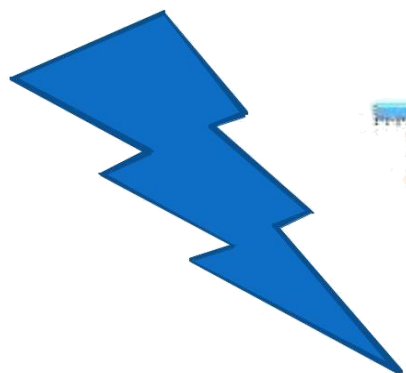
- ⦿ Accomplishment
- ⦿ Goodwill
- ⦿ Goodness
- ⦿ Accuracy
- ⦿ Hard word
- ⦿ Achievement
- ⦿ Honesty
- ⦿ Resourcefulness
- ⦿ Charge
- ⦿ Cleanliness
- ⦿ Safety
- Communication
- ⦿ Environment

### **⦿ SELF DISCIPLINE**

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

### **STUDENTS WHO EXERCISE SELF DISCIPLINE**

- ⦿ complete their assignments
- ⦿ Stay or 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



**THANK  
YOU**

**RESULT:**

The above program has been executed successfully and the output is verified.

**EX.NO : 18****DATE :****PREPARATION OF PAYROLL FOR  
EMPLOYEE DATABASE****AIM:**

To prepare a payroll for employee database of an organization with the following fields:  
Employee ID, Employee name, Date of Birth, Department, Designation, Date of joining, Basic Pay, DA, HRA, PF.

**ALGORITHM:**

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

**Step: 2** Create a new database and enter the database name as employee.

**Step: 3** Create the table emp with field name: Emp Id, Emp Name, DOB, Designation, Department, Date of joining, Basic Pay, HRA, DA, PF, in Design View.

**Step: 4** Save the table in design view and close the table.

**Step: 5** Double the table and enter the records in the respective fields and save the table in data entry view.

**Step: 6** Employee database is created.

**Step: 7** Stop the process.

**OUTPUT:**

Field1	Field2	Field3	Field4	Field5	Field6	Field7	Field8	Field9	Field10
Name	DOB	Department	Designation	DOJ	Mobile Number	Basic Pay	HRA	DA	
Arun	20.12.1990	Purchase	Manager	01.02.2010	9788552211	25000	4000	2000	
Madhu	04.05.1992	Sales	Asst Manager	01.2.2011	8567568989	21800	2000	1200	
Ravi	04.02.1989	Marketing	Manager	12.05.2011	8978942563	25000	4000	2000	
Sindhu	13.10.1991	HR	Manager	28.02.2011	9876543210	21000	1000	2000	
Naveen	04.05.1985	Production	Supervisor	25.03.2013	7894561230	15000	0	1000	

**RESULT:**

The above program has been executed successfully and the output is verified.



**EX.NO : 19****DATE :****PREPARATION OF MAILING LABELS FOR  
STUDENT DATABASE****AIM:**

To create mailing labels for student database with the fields: Roll Number, Name, Course, Year, College Name, University, Address, Phone No.

**ALGORITHM:**

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

**Step: 2** Create a new database and enter the database name as student.

**Step: 3** Create the table stu with field name: Emp Id, Roll Number, Name, Course, Year, College Name, University, Address, Phone No.

**Step: 4** Save the table in design view and close the table.

**Step: 5** Double the table and enter the records in the respective fields and save the table in data entry view.

**Step: 6** Student database is created.

**Step: 7** Stop the process.

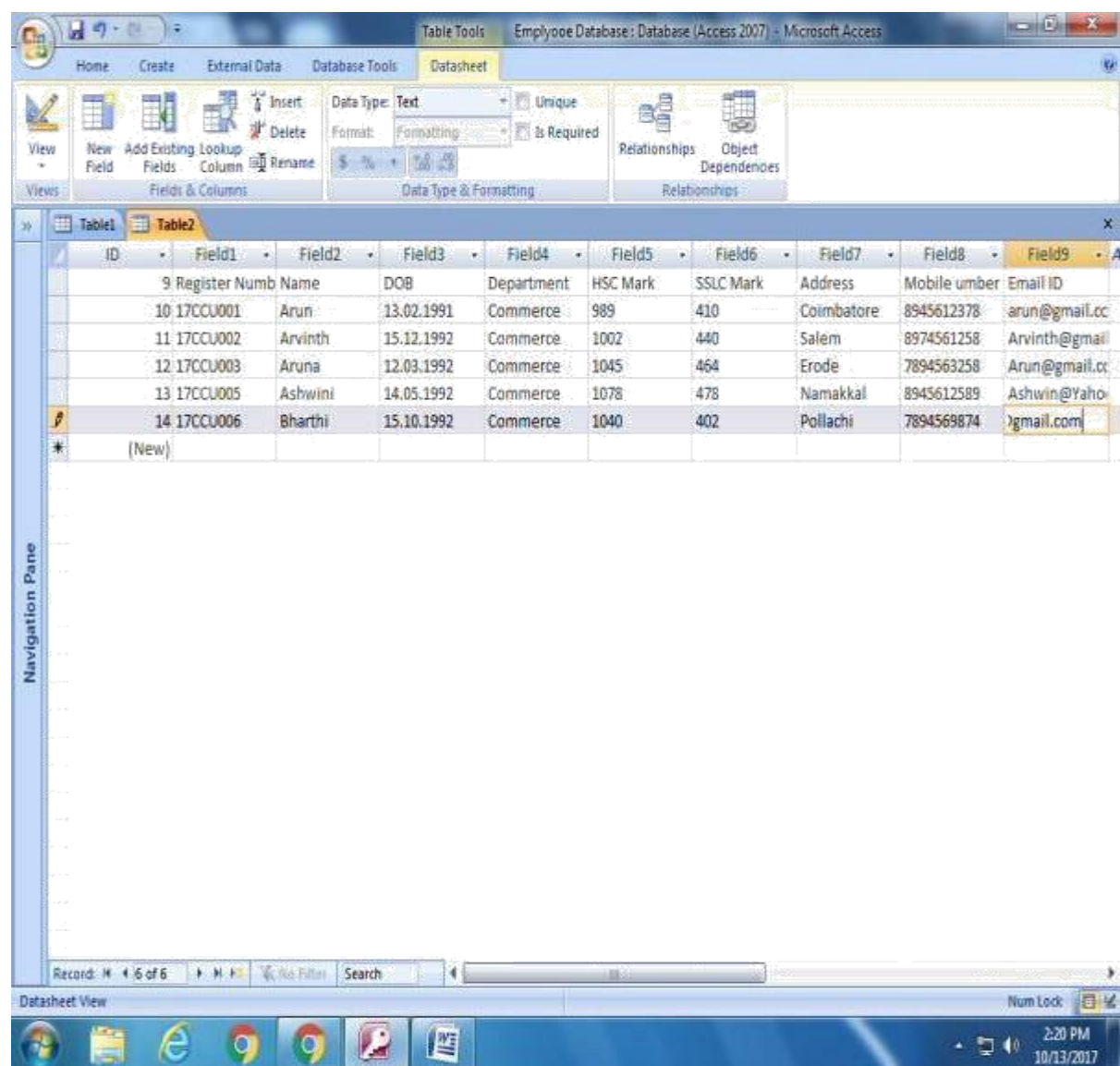
# KARPAGAM ACADEMY OF HIGHER EDUCATION, COIMBATORE

Class: I BCOM (CA) Course Name: Introduction to Information Technology (Practical)

Course Code: Lab Manual: PowerPoint Presentation & Ms-Access

19CCU111 Semester: I

## OUTPUT:



The screenshot shows the Microsoft Access application window titled 'Employee Database: Database (Access 2007) - Microsoft Access'. The 'Table Tools' ribbon is active, with the 'Datasheet' tab selected. The table 'Table2' is displayed in Datasheet View. The table has 9 columns: ID, Field1, Field2, Field3, Field4, Field5, Field6, Field7, Field8, and Field9. The data is as follows:

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	gmail.com
*	(New)								

The status bar at the bottom indicates 'Records: 6 of 6' and 'No Filter'. The taskbar at the bottom shows the system clock as 2:20 PM on 10/13/2017.

## RESULT:

The above program has been executed successfully and the output is verified.

**PREPARATION OF DESCRIPTIONS FOR  
FIVEPRODUCTS****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** Create the table with following fields (Name of the product, Price, quantity, SGST, CGST, Price.)

**Step: 4** Save the table in design view and close the table.

**Step: 5** Double the table and enter the records in the respective fields and save the table in data entry view.

**Step: 6** Product database created.

**Step: 7** Stop the process.

**OUTPUT:**

ID	Field1	Field2	Field3	Field4	Field5	Field6	Add New Field
5	Product Name	Quantity	Price Per quan	SGST 6%	CGST 6%	Total Amount	
6	Samsung J7	1	17000	1020	1020	19040	
7	Apple i7	1	54000	6480	6480	66960	
8	Samsung J2 Prime	1	12000	720	720	13440	
9	Sony Experia	4	40000	9600	9600	178200	
10	Samsung S8	1	60000	3600	3600	67200	
*	(New)						

**RESULT:**

The above program has been executed successfully and the output is verified.

**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** Create the table with the following fields (cash on deposit, cash on hand, buildings, land, vehicle)

**Step: 4** Save the table in design view and close the table.

**Step: 5** Double the table and enter the records in the respective fields and save the table in data entry view.

**Step: 6** Click create tab and then click the form option.

**Step: 7** Form for the Asset database is created.

**Step: 8** Stop the process.

**OUTPUT:**

The screenshot displays the Microsoft Access 2007 interface. The title bar indicates the file is 'assets : Database (Access 2007) - Microsoft Access'. The ribbon shows 'Form Layout Tools' with 'Format' and 'Arrange' tabs. The 'Format' tab is active, showing options for View, Font, Formatting, Gridlines, Controls, and AutoFormat. The 'All Tables' pane on the left shows the 'assets' table. The main area displays a form layout for the 'assets' table with the following fields and values:

Field Name	Value
name:	Ms.Radha
cash on deposit:	₹ 150,000.00
cash on hand:	₹ 50,000.00
buildings:	₹ 5,000,000.00
land:	₹ 1,000,000.00
vehicle:	₹ 500,000.00

The status bar at the bottom shows 'Record: 1 of 1', 'No Filter', and 'Search'. The taskbar at the bottom includes icons for Windows, Internet Explorer, and other applications. The system clock shows 16:32 on 06-10-2018.

**RESULT:**

The above program has been executed successfully and the output is verified.

**EX.NO : 22**

**DATE :**

**PREPARATION OF REPORT FOR THE  
PRODUCT DATABASE**

**AIM:**

To Prepare a report for 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** Create the table with the following fields (Name of the product, Price, quantity, SGST, CGST, Price.)

**Step: 4** Save the table in design view and close the table.

**Step: 5** Double the table and enter the records in the respective fields and save the table in data entry view.

**Step: 6** Click create tab and then click the Report option.

**Step: 7** Report for the product database is created.

**Step: 8** Stop the process.



**OUTPUT:**

Product Report

Friday, October 13, 2017  
2:30:54 PM

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

Page 1 of 1

**RESULT:**

The above program has been executed successfully and the output is verified.

**MS Excel:**

**Ex.No:7**

## **Preparation of Mark List**

**Aim:**

To Prepare an mark list of our class with minimum of five subjects and perform the following operations: Data entry, total, average, result, ranking by using arithmetical, logical functions and sorting.

### **Algorithm**

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

**Step: 2** Type the mark list with all necessary details like (register number, name of the student, subject name with marks for the students.)

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

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

**Step: 5** Mark list has been displayed.

**Step: 6** Stop the process.

**Output:**

	A	B	C	D	E	F	G	H	I	J	K	L	M
1													
2													
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:**

To Prepare final accounts ( Trading Profit and Loss account and Balance Sheet) by using Mathematical 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 formula to calculate the sum of the values.

**Step: 5** Display the results in the respective cells.

**Step: 6** Stop the process.

## Output:

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

	A	B	C	D	E	F	G	H	I	J	K
1	<b>FINAL ACCOUNTS</b>										
2											
3											
4	<b><u>TRADING and P&amp;L a/c of MR.M for the year ended 31.3.2017</u></b>										
5											
6											
7	<b>PARTICULARS</b>	<b>LF</b>	<b>RS</b>	<b>RS</b>	<b>PARTICULARS</b>	<b>LF</b>	<b>RS</b>	<b>RS</b>			
8	To opening stock			15500	By closing stock			14900			
9	To purchase		106000		By sales		207000				
10	(-)purchase return		2100	103900	(-)sales return		5100	201900			
11	To wages		26000								
12	(+)outstanding wages		2100	28100							
13	To fright on purchase			2800							
14	<b>To gross profit C/D</b>			<b>66500</b>							
15	(transher to p&l a/c)										
16				<b>216800</b>				<b>216800</b>			
17	To salaries			11000	<b>By gross profit B/D</b>			<b>66500</b>			
18	To general expenses		2500		(transferred from trading a/c)						
19	(-)general expenses		600	1900	By reserve for bad debts			300			
20	To rent			3000	By sundry icode			1200			
21	To postage and telegram			1400							
22	To stationery			1300							
23	To carriage on sales			4000							
24	To repairs			4500							
25	To bad depts		600								

trading & p&id 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	<b>LIABILITIES</b>	<b>RS</b>	<b>RS</b>	<b>ASSERT</b>	<b>RS</b>	<b>RS</b>			
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 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.

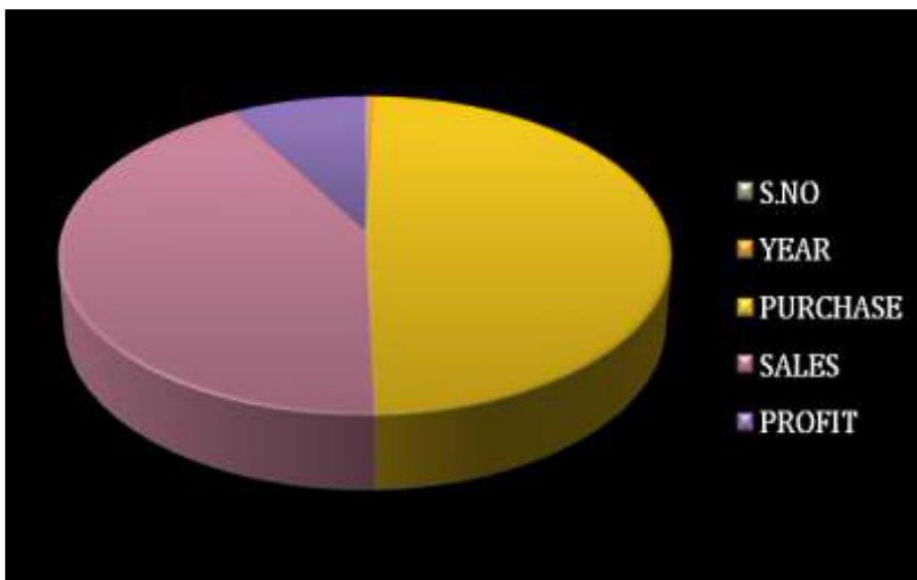
**Step: 6** Stop the process.



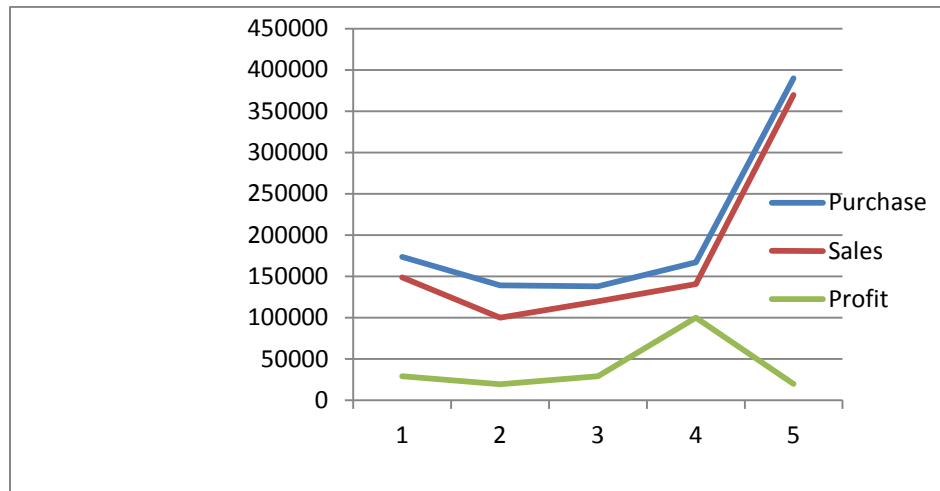
**Output:**

		PURCHASE	SALES	PROFIT
S.No	Year	Purchase	Sales	Profit
1	2014	173500	148986	29351
2	2016	139076	100000	19514
3	2015	137890	120000	29024
4	2017	166876	140876	100066
5	2018	389640	369640	20000

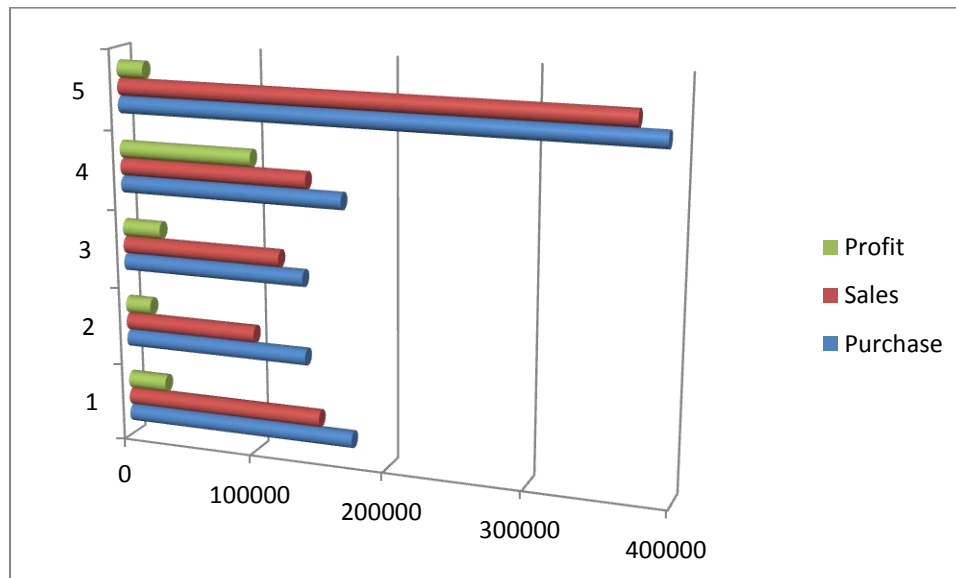
**PIE CHART:**



## LINE CHART:



## BAR CHART:



## 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 and 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).

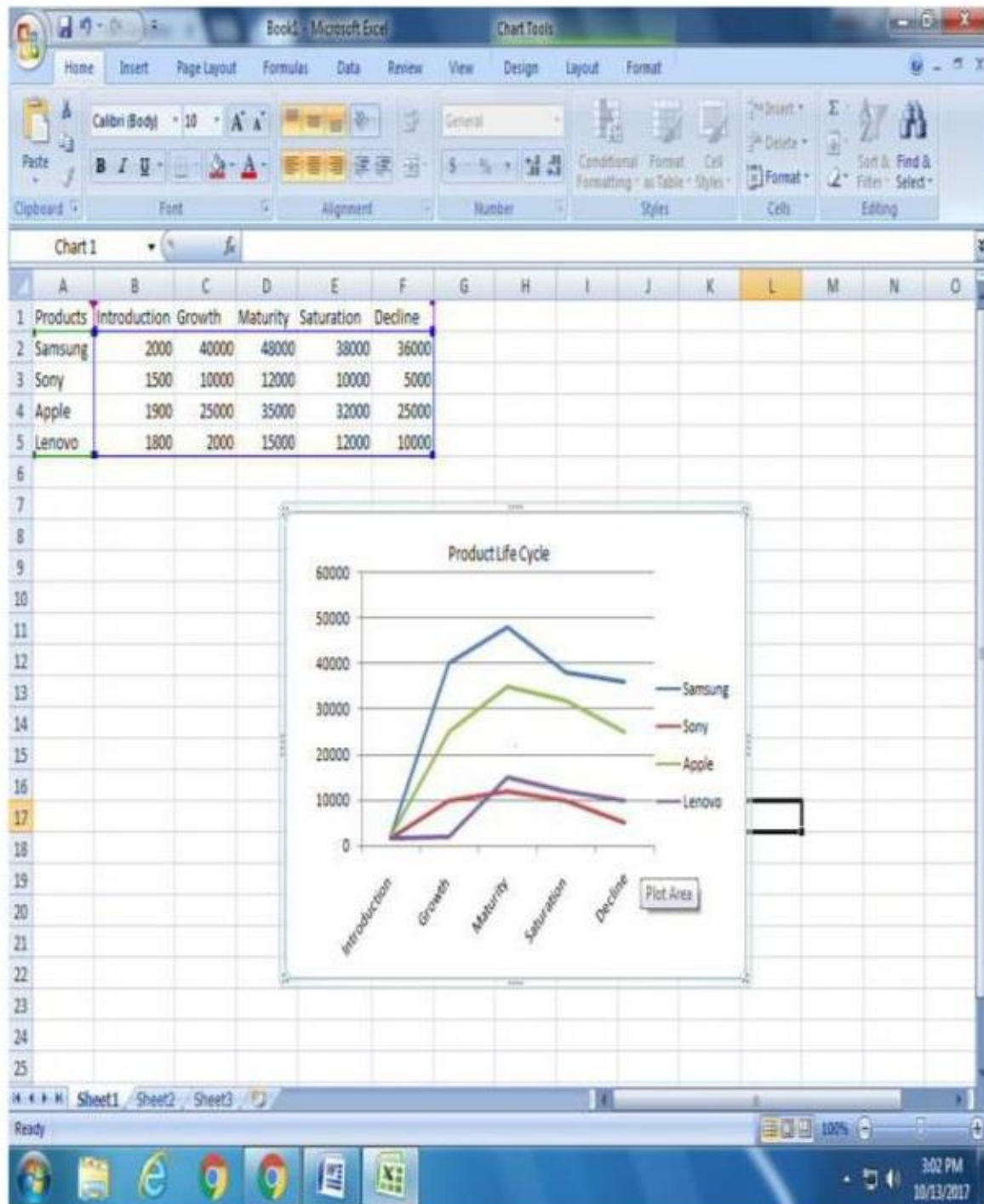
**Step: 3** After entering details click the insert option.

**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.

**Output:**



**Result:**

The above Program has been executed successfully.