KARPAGAM ACADEMY OF HIGHER EDUCATION
(DEEMED TO BE UNIVERSITY)
(ESTABLISHED UNDER SECTION 3 OF UGC ACT 1956)
COIMBATORE – 641 021

Semester II

		L	T	P	C
17BPU211	**MS-OFFICE AND AUTOMATION (PRACTICAL)**	**-**	**-**	**3**	**1**

Learning Outcome

This course impart the knowledge on elements of computers, Computer plays vital role in all spears of business life. It gives the knowledge on hardware and software devices and working in word document and spread sheets.

Course Objective

To provide computer skills and knowledge for commerce students and to enhance the Student understands of usefulness of information technology tools for business operations.

List of Practical

MS WORD

1. Type chairman's speech/Auditor's report/Minutes/Agenda and perform the following operations:

   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 shareholders meeting letter for 10 members' using mail merge operation.
3. Prepare Bio-Data by using Wizard/Template.

MS EXCEL

1. Prepare a mark list of your class (minimum of 5 subjects) and perform the following operation:

   Data entry. Total. Average. Result and Ranking by using arithmetic and logical functions and sorting.

2. Draw the different type of charts (line. Pie. Bar) to illustrate year wise performance of sales. purchase. profit etc. of a 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.

MS POWERPOINT

1. Design presentation slides for a product of your choice. The slide must include name, brand name, type of product, Characteristics, Special features, Price, special offer etc.

2. Design presentation slides for organization details for 5 levels of hierarchy of a company by using organization chart.

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 deduction if any perform queries for different categories.

2. Create mailings labels for student database which should include atleast three tables and each table must have at least two fields with the following details: Roll Number. Name. Course. Year. College Name. University. Address and Phone number.

Suggested Readings

Text Book

Lambert, J., & Frye, C. (2015). *Microsoft Office 2016 Step by Step*. Microsoft Press.

R.K.Taxali. (2012) *P.C.Software Made Simple*. New Delhi Tata McGraw-Hill Publishing Company Ltd

SYLLABUS

Ms- Word

Type chairman's speech/Auditor's report/Minutes/Agenda and perform the following operations:

Bold. Underline. Font size. Style. Background color. Text color. Line spacing. Spell check. Alignment. Header & Footer. Inserting pages and page numbers. Find and Replace.

CHAIRMAN'S SPEECH

Aim:

To type the Chairman's speech or auditor's reports and perform the following operations. Bold, Underline, Font Size, Style, Background Colour, Text Box Colour, Line Spacing, Spell Check, Alignment, Header & Footer, Inserting pages and page numbers, Find and Replace.

Algorithm:

Step 1: Start the process.

Step 2: Start →All Programs→MS Office→MS Word and type the Chairman's speech.

Step 3: Select the word document by using Ctrl + A and save the document by using Ctrl + S.

Bold and Underline:

Step 4: Click bold to make the B the text bold Ctrl + B.

Step 5: Click Underline U to make the text underline Ctrl +U.

Step 6: Select Format→Character.

Step 7: Select the size of the font and style of the font as required.

Font Colour and Background Colour:

Step 8: Click the icon to select the required Font colour.

Step 9: Click the icon to select the required Background colour.

Step 10: Select the Background to click the Format→Paragraph and choose the Indent and spacing text.

Step 11: Set the line spacing 1.5 as default.

Spell Check:

Step 12: Click the icon to check the word within the dictionary.

Step 13: The word that don't match within the dictionary.

Show the snugly red line.

Alignment:

Select 14: Select the paragraph to modify the alignment.

Step 15: Choose any one option of alignment.

Step 16: Click the icon to Left align text Ctrl+L

Step 17: Click the icon to Right align text Ctrl+R

Step 18: Click the icon to Centre align text Ctrl+E

Step 19: Click the icon to Justify align text Ctrl+J

Header and Footer:

Step 20: Select Insert→Header→Default.

Step 21: Type the text in header area like (header, book name, etc.)

Step 22: Select Insert→Footer→Default.

Step 23: Type the text in footer area like (Page number, Logo, Author name, etc.)

Step 24: Select Insert→Field→Page Number

Step 25: Page number will be required.

Step 26: Select Edit→Find and Replace or Ctrl+n type the text.

Step 27: Insert for text box enter the word to find click find all button.

Step 28: In replace with text box enter the replacing click replace all button.

KAHE

Output:

CHAIRMAN SPEECH

Ladies and Gentleman, I extend a warm welcome to all of you at this eighth annual general meeting of your company. 2015-2016 was a disappointing year for Blue Star Info-Tech limited. Your company recorded a marginal increase in its consolidated operating income to Rs.1,066 million. Exports of the company stood at Rs.914 million. Profit after tax declined from 18% to 8% of total income, primarily due to high marketing and infrastructure expenses incurred in pursuit of the growth in business that did not happen. The inadequate acquisition of new significant customers, the overall financial stability of your company continued to remain strong. The Indian economy has been vibrant in general, and the IT service industry continues to grow at a higher rate.

Result:

Thus the program has been executed successfully and output is verified.

KAHE

SYLLABUS

MS-EXCEL

Prepare a mark list of your class (minimum of 5 subjects) and perform the following operation:

Data entry. Total. Average. Result and Ranking by using arithmetic and logical functions and sorting.

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 Date 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 the total type the formula =sum(b2:c2) and auto fill for remaining students

To find the average type formula= Average(b2:c2) and auto fill for remaining students

For ranking type the formula =Rank(B6,B6:I6,1)

Foe result type the formula =If(B3<50,"Fail","Pass")

Step: 5 Save the document.

Step: 6 Stop the process.

Output:

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.

SYLLABUS

MS-EXCEL

Draw the different type of charts (line. Pie. Bar) to illustrate year wise performance of sales. purchase. profit etc. of a company by using chart wizard.

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.

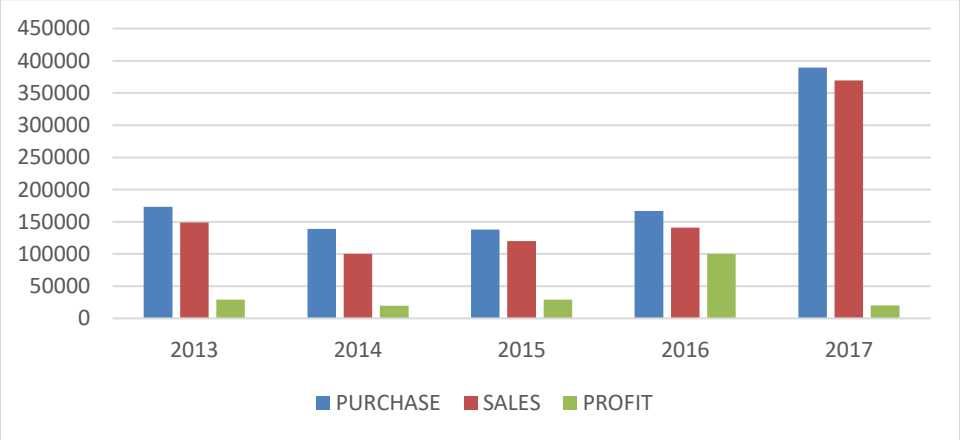
Step: 4 Select the chart option, different type of charts are displayed and pick a type of chart that is suitable to the typed data.

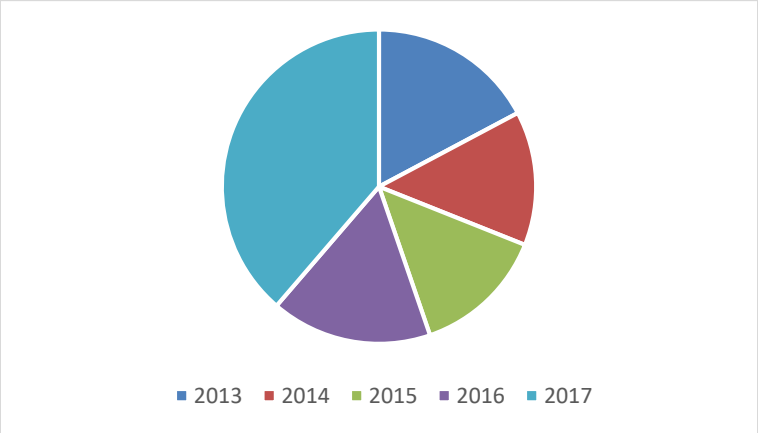
Step: 5 Typed data is displayed in the form charts. Select the data and try different types of charts.

Step: 6 Stop the process.

Output:

S.NO	YEAR	PURCHASE	SALES	PROFIT
1	2013	173500	148986	29351
2	2014	139076	100000	19514
3	2015	137890	120000	29024
4	2016	166876	140876	100066
5	2017	389640	369640	20000





Result:

The above Program has been executed successfully.

KAHE

SYLLABUS

Ms PowerPoint

Design presentation slides for a product of your choice. The slide must include name, brand name, type of product, Characteristics, Special features, Price, special offer etc

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:

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

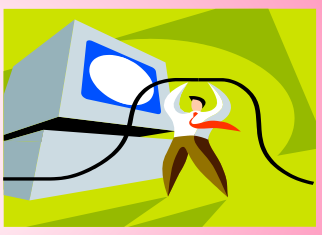
Get This Mobile

Get a *VODAFONE SIM* Free!!!

MOTOROLA

- OTHER MOBILES of MOTO:

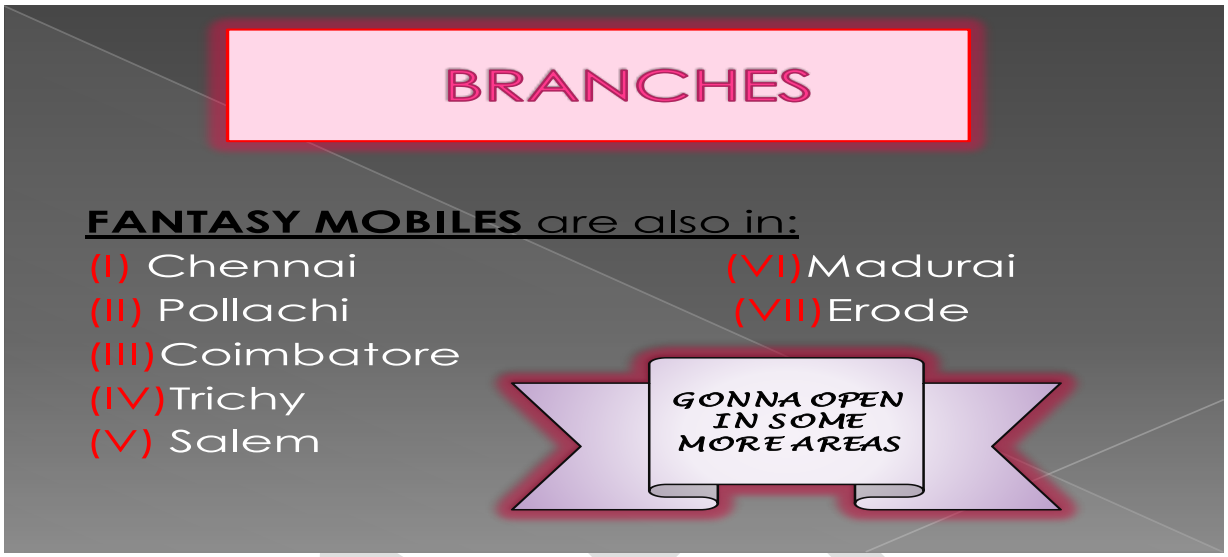
- MOTO E _ Rs.7000
- MOTO E2 – Rs.7500
- MOTO G2 _ Rs.9899
- MOTO X _ Rs.22000



@ Attractive Offers

OTHER BRANDED MOBILES

Samsung
Sony
Microsoft
L.G
Panasonic
Lenovo
Huwaei


BRANCHES
FANTASY MOBILES are also in:
(I) Chennai
(II) Pollachi
(III) Coimbatore
(IV) Trichy
(V) Salem
(VI) Madurai
(VII) Erode
GONNA OPEN IN SOME MORE AREAS

Result:

The above Program has been executed successfully.

Ms Access

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

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).

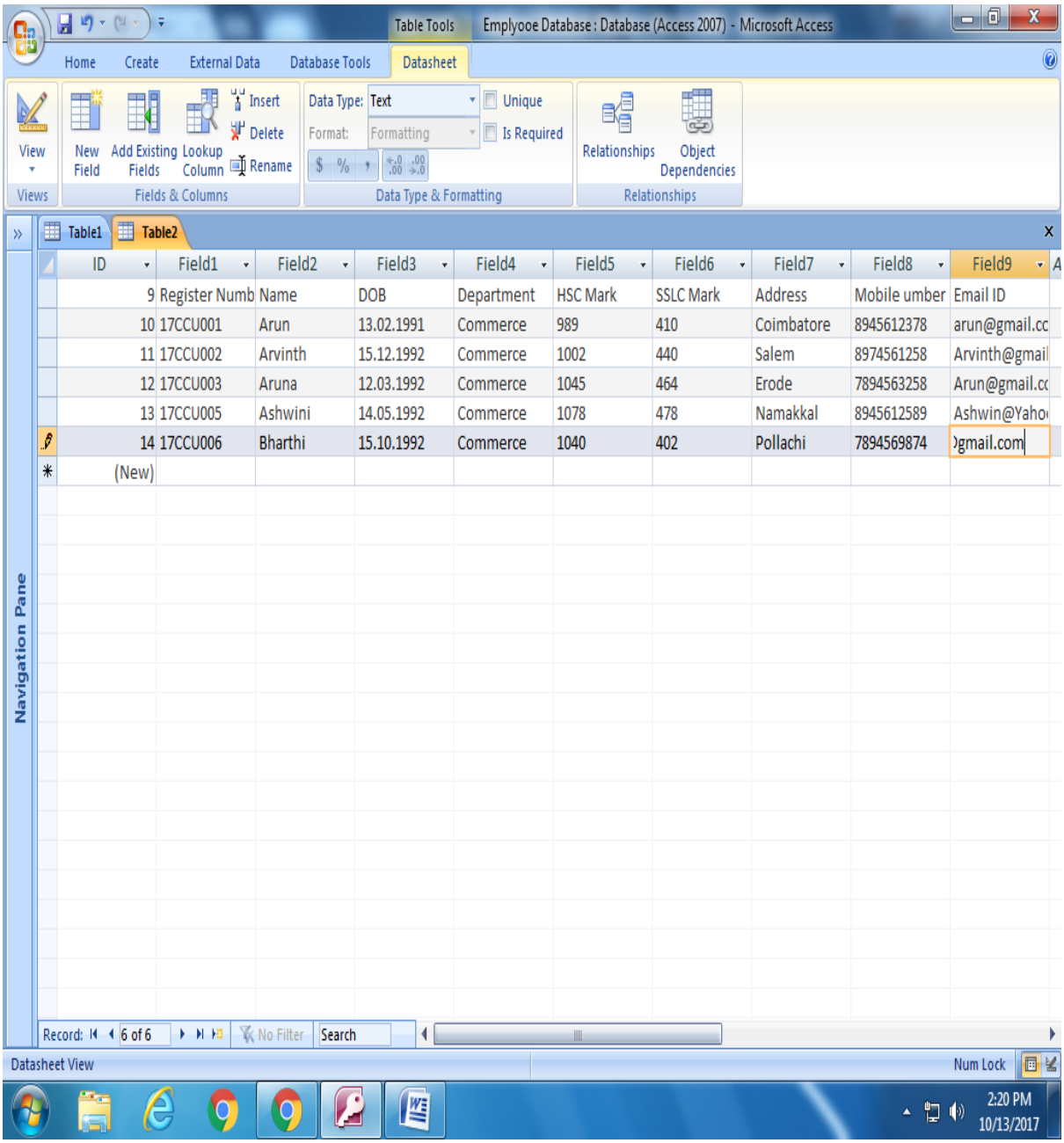
Step: 4 Enter required details of the Student in that particular tab.

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@Yaho
14	17CCU006	Bharthi	15.10.1992	Commerce	1040	402	Pollachi	7894569874	)gmail.com
(New)									

Result:

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Coimbatore – 641 021.
DEPARTMENT OF COMMERCE

Title of the course: MS Office Automation (Particle)
Course Code: 17BPU211
Class: I B. COM (BPS)
Semester: II

LIST OF PRACTICALS

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