

KARPAGAM ACADEMY OF HIGHER EDUCATION, COIMBATORE

Class: I B.Com (BPS)

Course Name: Computer Application for Business (PRACTICAL)

Code: 19BPU211

Semester: II

Year: 2018 - 19 Batch

Step 2: The page break

Step 3: check insert page break select page break.

E] SPELL CHECK

Step 1: Select the whole document of the text.

Step 2: Check review spelling and grammar (F1).

Step 3: Click change button to account the correction.

Step 4: Else click ignore rule button to retain the name word.

F] HEADER AND FOOTER

Step 1: Clicks insert header and footer.

Step 2: Enter the title in header.

Step 3: Then small the page a footer that box will appear click footer and enter the page number.

Step 4: Click ok.

G] FIND

Step 1: change edit find (ctrl + F).

Step 2: Type the text in find what selection.

Step 3: Then click next to find the word by word.

Step 4: Else click find all to find the text in all over the document.

H] REPLACE

Step 1: choose edit replace (F5).

Step 2: Type the text in find what selection.

Step 3: click replace button to change the text.

Step 4: Then click find next to find the word by word.

Step 5: Else click replace all to replace text in all over the documents.

KARPAGAM ACADEMY OF HIGHER EDUCATION, COIMBATORE

Class: I B.Com (BPS)

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Output:

Dear Shareholders,

On behalf of the Infosys Board of Directors, I am happy to welcome you to the 35th Annual General Meeting of your company. Thank you for your presence here today, and for your continued support and goodwill that is critical to the success of our company. During fiscal 2018, we recorded revenues of Rs. 62,441 crore or 9.5 billion in US dollar terms. Our company's annual revenue growth rate was 17.1% in rupee terms and 9.1% in US dollar terms. As you know, there was significant volatility in currency exchange rates during the year. In constant currency, our annual revenue grew 13.3% in US dollar terms. The operating margin was 25% compared to 25.9% in fiscal 2017.

Our company's performance in the last fiscal illustrates the opportunities and challenges facing our industry. The phenomenal impact that digital technology is having on businesses around the world is creating exciting and viable new opportunities for us to partner with clients. However, capitalizing on this opportunity requires a strong focus on innovation and collaboration. At the same time, there has never been a greater imperative to embrace technology to counter the downward pressures on pricing, resulting from commoditization of traditional software services, in order to maximize efficiencies and reconfigure our solutions.

I frequently visit our company's campuses, and interact with Infusions at all levels. I am glad to notice a renewed sense of vigour and energy in the organization. Infusions are at the heart of our successes and potential and I would like to gratefully acknowledge their commitment and contribution. Before I conclude, I would also like to thank other stakeholders – our clients, vendors and partners – for their trust and support. I thank the governments, ministries and departments of various countries and states that we operate in, for their continued support. And of course, I look forward to your continued support and best wishes.

Bangalore

Thank you

R. Seshasayee June 18,
2018. Chairman of the Board and Independent Director

KARPAGAM ACADEMY OF HIGHER EDUCATION, COIMBATORE

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EX NO: 2

PREPARATION OF INVITATION

AIM: To prepare any invitation for college function using text box, clip art and word art.

ALGORITHM:

Step 1: click the start button.

Step 2: select the programs option.

Step 3: select the Microsoft office.

Step 4: select the Microsoft word.

A] TEXT BOX

Step 1: select the insert ribbon.

Step 2: select the text box option.

Step 3: Type the text in the text box.

B] CLIP ART

Step 1: select insert menu.

Step 2: select the clip art option to insert menu.

Step 3: select the picture from the clipart.

Step 4: Find a place in the text box and drag it and correct it.

Step 5: Type a text.

Step 6: click ok button.

C] WORD ART

Step 1: select the insert menu.

Step 2: select the text, type the text.

Step 3: Go to word art option.

Step 4: And click ok.

KARPAGAM ACADEMY OF HIGHER EDUCATION, COIMBATORE
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Output



KARPAGAM ACADEMY OF HIGHER EDUCATION
(Deemed to be University)
Established Under Section 3 of UGC Act, 1956
Eachanari (Post), Coimbatore – 641 021, Tamilnadu, India.

SMALL INDUSTRIES DAY
DEPARTMENT OF MANAGEMENT
Cordially invites you for the
One day Training Programme on
“IGNITING ENTREPRENEURIAL SKILLS”

On
Wednesday, 30th July 2018
at Thiruvalluvar Hall

Dr. R. Vasanthakumar
Chancellor, Karpagam University

Presides

Chief Guest:

Mr. Ram Anand
Relationship Manager (Medium Enterprise)
State Bank of India, Ganapathy Branch
Coimbatore

Dr. S. Sudalaimuthu
Vice-Chancellor, Karpagam University

Inaugurates

KARPAGAM ACADEMY OF HIGHER EDUCATION, COIMBATORE

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Year: 2018 - 19 Batch

EX NO: 3 INVOICE ON ACCOUNTS

AIM: To design an invoice an account sales by using drawing tool bar, symbols, border and shading shapes.

A] TO OPEN MICROSOFT WORD

Step 1: click the start button.

Step 2: select all programs option

Step 3: select MS-office Ms - word

Step 4: select page layout orientation landscape

B] DRAWING TOOLBAR

Step 1: click insert ribbon.

Step 2: select table button.

Step 3: click draw table toolbar.

Step 4: A pencil will appear on the screen draw table.

C] SYMBOLS

Step1: select the insert ribbon.

Step 2: click symbol icon

Step 3: select the percentage symbol and insert into the cell

D] SHADING

Step 1: select inside the table. A table toolbar will appear.

Step 2: A table toolbar will appear at the top of the screen.

Step3: In table tools box select design ribbon.

Step 4: select shading. Step 5: click any colour.

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E] BORDER

Step1: select inside the table.

Step 2: A table tool box will appear at the top of the screen.

Step3: In tables tool box select design ribbon.

Step 4: select border.

Step 5: click any borders type.

F] SHAPES

Step 1: select insert ribbon.

Step 2: select shapes icon.

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Semester: II

Year: 2018 - 19 Batch

EX NO: 4 PREPARE A CLASS TIME TABLE

AIM: To prepare a class time table by using inserting the table, data entry, alignment of row and column inserting and deleting the row and column and change the table format.

A] TO CREATE A MS- WORD

Step 1: click the start button.

Step 2: select all programs option

Step 3: select MS-office ☑ Ms - word

Step 4: Click OK

B] TABLE

Step 1: Select a insert menu

Step 2: select a table option

Step 3: create a table

Step 4: click OK.

C] DATA ENTRY

Step1: select the row and column

Step 2: Enter the data

Step 3: move the next row and column

Step 4: click OK.

D] INSERTING AND DELETING ROW AND COLUMN

Step 1: select the table.

Step 2: To delete a row/column select a particular row/column

Step3: click OK.

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E] TABLE FORMAT AND COLOUR

Step1: Create a table and type a text in the table.

Step 2: select a design option

Step3: select the column menu

Step 4: click ok

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Output

Karpagam Academy of Higher Education									
Coimbatore-641021									
I BBA - First Semester June 2018									
Class Time Table									
Day/Hour	I (09.30 am- 10.20 am)	II (10.20 am - 11.10 am)	Break (11.10 am- 11.25 am)	III 11.25 am- 12.15 pm)	Lunch (12.15pm- 01.00 pm)	IV (01.00 pm- 01.50 pm)	V (01.50 pm- 02.40 pm)	Break (02.40 pm- 02.55 pm)	VI (02.55 pm- 03.45 pm)
Monday	FMOB	Eng	Break	MS Lab	Lunch	MS Lab	Lang	Break	BC
Tuesday	Lang	Eng		BC		BS	FMOB		BS
Wednesday	FMOB	BC		Lang		Eng	BS		BS
Thursday	MS Lab	MS lab		BC		Lang	BS		Eng
Friday	BC	BS		Eng		Lang	FMOB		FMOB

Sl.No	Subject Code	Subject
1	18LAU101	Language- Tamil/Hindi/Malayalam/French
2	18EAU101	English
3	18BAU101	FMOB-Fundamentals of Management and Organizational Behaviour
4	18BAU102	BC-Business Communication
5	18MAS101	Business Statistics
6	18BAU111	Microsoft Office Lab

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EX NO: 5

MAIL MERGE

AIM: To prepare a share holders meeting letter for 10 members by using mail merge operation.

A] TO OPEN MICROSOFT WORD

Step 1: click the start button.

Step 2: select all programs option

Step 3: select MS-office ☐ Ms - word

Step 4: Click OK

B] MAILING

Step 1: select the mailing option

Step 2: select the step by step mail merge

Step 3: And mail merge box will be appear the right side.

C] MAIL MERGE

Step1: select the step by step mail merge option

Step 2: click the next option

Step3: select the recipients click a type ☐ a new list

Step 4: And create option will appear.

Step 5: click ok

D] NEW ADDRESS LIST

Step 1: click on create option

Step 2: New address list will appear

Step3: Type recipient's information in the table one by one.

Step 4: click new entry after entering the text

Step 5: click ok

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E] REPLACE THE ADDRESS

Step1: After saving the information type the text.

Step 2: And to place the address in click more items options

Step3: And click insert and then the address will appear.

F] FINISHING MAIL MERGE

Step 1: select the mailing option

Step 2: And select the finish and merge option

Step3: select the merge new download

Step 4: click ok

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Code: 19BPU211 Semester: II Year: 2018 - 19 Batch

From

15.04.2018

Mark Aslett

President, Chief Executive Officer and Director

Mercury Systems, Inc.

Massachusetts

To

Mr. R. Bharath

Managing Director

TBS Group of Logistics

Massachusetts

Dear Shareholders,

Sub: Share holders meeting on 08.05.2018 at 10.00 AM, 201- Company Office - Reg

Mercury Systems, Inc. will hold a Special Meeting of Shareholders on May 8, 2018 beginning at 10:00 a.m., local time, at the company's offices located at 201 Riverneck Road, Chelmsford, Massachusetts 01824. This special meeting has been called for the purpose of asking our shareholders to approve an option exchange program under which eligible employees would be able to elect to exchange certain outstanding stock options for a lesser number of shares of restricted stock.

If you have any further questions concerning the meeting or the proposal, please feel free to contact us at (978) 256-1300. Whether or not you expect to attend the meeting, your shares should be represented. Therefore, we urge you to complete, sign, date, and promptly return the enclosed proxy card.

On behalf of the Board of Directors, we would like to express our appreciation for your continued interest in our company.

Sincerely Yours,
Mark Aslett
President, Chief Executive Officer,
and Director

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Code: 19BPU211

Semester: II

Year: 2018 - 19 Batch

E] TO LINE THE CHANGE FORMAT

Step1: To change in the format first

Step 2: select all the lines

Step3: Right click on the selected line

Step 4: select format auto change (Shape)

Step 5: A format auto shape will appear on the screen ☑ select line closing being style column.

F] TO MAKE THE TEXT IN CAPS

Step 1: select the particular text

Step 2: Press Ctrl + F3

Step 3: The selected steps will become in caps.

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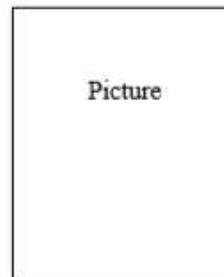
Year: 2018 - 19 Batch

Output

BIO-DATA

Name :
DOB :
Gender :
Father's Name :
Mother's Name :
Address :

Mobile No :
Email ID :



Sl.No	Degree	School /College Name and Address	Percentage	Passed Year
1	BBA	Karpagam University Coimbatore-641021	78% (Till 2 nd semester)	Pursuing
2	Higher Secondary			
3	SSLC			

Hobbies :
Area of Interest : Banking, Marketing

Declaration

I hereby confirm that the information given above is true to the best of my knowledge.

Date:

Place:

(Tharun.D)

Ex: No: 7

TO PREPARE A MARK LIST

Aim:

To prepare a mark list of first year BBA and form the following operations data entry, total, average, mark, result and sorting.

A] To create a MS Excel

- Step 1: Click start button
- Step 2: Select a MS Office
- Step 3: Select a MS Excel
- Step 4: Microsoft Excel created.

B] To Enter a Data

- Step 1: Enter the data in each rows and columns
- Step 2: Make proper alignment the rows and columns

C] To make a total for the entry

- Step 1: After entering a data in all the rows and columns
- Step 2: Click the formula options
- Step 3: And select the 'Σ' Auto sum options [=sum (C5:I5)]
- Step 4: And click a 'sum' options
- Step 5: Click OK

D] To make a average for data entry

- Step 1: After updating total marks by using formula.
- Step 2: Calculate average by using the formula
- Step 3: Select the particular columns and calculate average.

E] To calculate 'Rank'

Step 1: Select the Rank Column

Step 2: Formula = Rank [Number, Ref, and Order] [Press F4]

Step 3: Click enter and OK.

F] Result:

Step 1: Select a 'Conditional Format' option

Step 2: Give condition as 'less than 50 marks' failed

Step 3: Enter the pass (or) Fail for each candidate

G] Sorting:

Step 1: Select the name column

Step 2: Click the sort and filter Menu

Step 3: Select the AZ↓ sort [A to Z]

Step 4: Name will be arranged in ascending order.

Result:

The above program is executed and output is verified.

KARPAGAM ACADEMY OF HIGHER EDUCATION, COIMBATORE**Class: I B.Com BPS
Code: 19BPU111****Course Name: Computer Application for Business(Practical)
Semester: I
Year: 2019 - 20****BatchOutput:****KARPAGAM ACADEMY OF HIGHER EDUCATION -COIMBATORE****Department of Management****First Internal Examination- August 2018- BBA**

Sl.No	Register Number	Student Name	Tamil	English	Business Statistics	Business communication	Fundamentals of Management and Organizational Behaviour	Total	Average	Result	Rank
1	17BAU001	KUMAR	78	91	88	88	81	426	85.2	Pass	1
2	17BAU002	MARRI	55	25	24	55	71	230	46	Fail	10
3	17BAU003	FAZIL	36	78	82	66	20	282	56.4	Fail	8
4	17BAU004	VEDHA	85	72	80	77	91	405	81	Pass	2
5	17BAU005	VIKRAM	58	69	90	77	94	388	77.6	Pass	3
6	17BAU006	ARUN	75	88	66	88	13	330	66	Fail	7
7	17BAU007	DHINESH	15	78	55	66	23	237	47.4	Fail	9
8	17BAU008	MANISHA	65	90	78	44	58	335	67	Fail	6
9	17BAU009	NILLA	89	70	87	66	76	388	77.6	Pass	3
10	17BAU010	ADHI	91	60	88	66	77	382	76.4	Pass	5

EX. NO: 8

**TO PREPARE A TRADING AND PROFIT
AND LOSS AND BALANCE SHEET BY USING FORMULA**

Aim:

To prepare a trading, profit and loss and balance sheet using formula.

A] To create a MS Excel

- Step 1: Click start button
- Step 2: Select all programs option
- Step 3: Select a MS office option
- Step 4: Click Microsoft Excel.

B] Borders

- Step 1: After typing the text in Excel
- Step 2: Select the text and click a border option
- Step 3: Select all borders options and OK

C] Bold

- Step 1: Select the heading
- Step 2: Click bold option in home ribbon
- Step 3: Select Bold **B** and OK

D] Font color

- Step 1: Select the text [Row/Column]
- Step 2: Select the font color and OK

E] To know the total and gross profit of trade account

Step 1: To know the total of the trading account first we should balance each side

Step 2: To add all by using formula = sum [R, C] R-row, C-Column

Step 3: After knowing the total to find the gross profit writes the formula as = sum (K3.K4) – sum (E3.E6) click OK.

F] To know the total and net profit of profit and Loss account

Step 1: To know the total of the profit and loss account click the table where the total should be created.

Step 2: To add by using formula =sum [t11: t18] other side (I11: I12)

Step 3: To find the net profit by using formula as =sum [J11: K12] -sum [t11: t17] and OK

G] To know the balance sheet total

Step 1: To know the total of the Balance sheet select the table where the total of should be appeared.

Step 2: To add by using formula =sum [t26: t28]

Step 3: Click ok.

Result

The above program is executed and output is verified.

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Code: 19BPU111

Semester: II

Year: 2019 - 20 Batch

Output:

Trading and Profit and Loss A/C of Marico Pvt. Ltd. Ernakulam-10					
DEBIT			CREDIT		
Particulars	Rs	Rs	Particulars	Rs	Rs
To opening stock		88,000	By sales	602,000	
To purchase		440,000	By return inward	-10,000	592,000
To carriage on purchases		7,200	By closing stock		80,240
To gross profit (?)		137,040			
		672,240			672,240
To salary		36,000	By gross profit		137,040
To taxes and insurance		8,000	By rent from tenants		4,000
To general expenses		16,000	By discount(cr)		1,600
To commission allowed		8,800			
To bad debt		3,200			
to net profit (?)		70,640			
		142,640			142,640
Balance sheet of Marico Pvt. Ltd as on 2018					
Liabilities	Rs	Rs	Assets	Rs	Rs
capital	100,000		business premises		80,000
net profit	70,640	170,640	Furniture		10,400
over draft		16,800	Debtors		72,000
creditors		55,200	closing stock		80,240
		242,640			242,640

Ex. No: 9

**PREPARE A CHARTS USING
PIE AND LINE CHARTS**

Aim:

To prepare a different type of charts to illustrate year wise performance of sales and profit

A] To create a MS Excel

Step 1: Click start button

Step 2: Select all programs option

Step 3: Select Microsoft Excel.

B] Borders

Step 1: Type the text in Excel [Row, Column]

Step 2: Select and click a border option 

Step 3: Click all borders options and OK

C] To find total sales

Step 1: Type in the requirement cell types formula as: sum [B8: B17], Follow the same for other year Click enter.

D] Inserting Chart

Step 1: Select the data [from row and column]

Step 2: Select the chart which is required.

E] To make changes in chart

Step 1: Select the data in the chart by using right click

Step 2: Select Edit & Enter in the sheet and Click OK.

F] To insert pie chart

Step 1: To insert the pie chart.

Step 2: Select the Data and Insert.

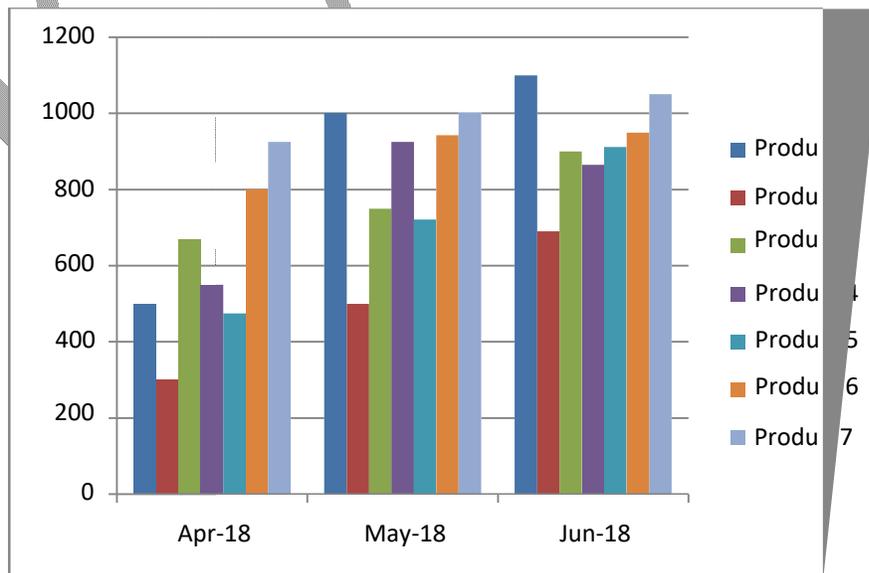
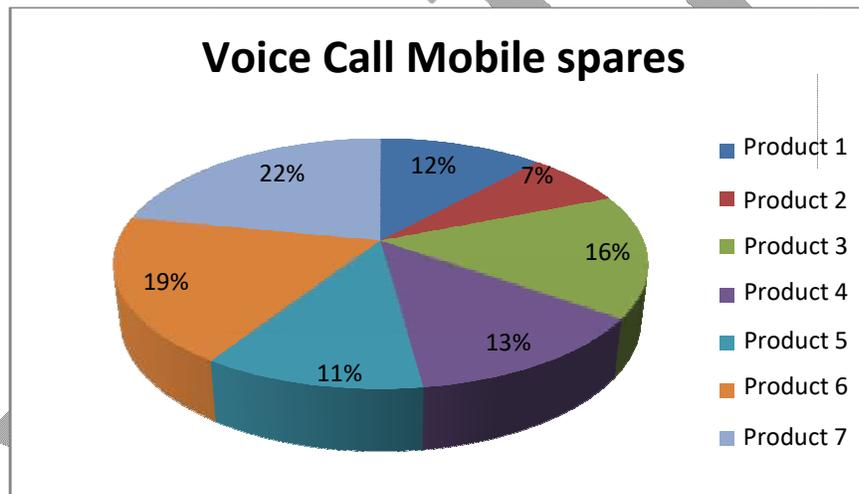
KAHE

Result:

The above program is executed and output is verified.

Output:

Voice Call Mobile Spares			
Chennai-18			
Inventories	Apr-18	May-18	Jun-18
Product 1	500	1000	1100
Product 2	300	500	690
Product 3	670	750	900
Product 4	550	925	865
Product 5	475	720	912
Product 6	800	943	949
Product 7	925	1003	1050



Ex. No: 10

PREPARATION OF SIMPLE AND COMPOUND INTEREST

Aim:

To prepare a product of bank customers a/c solving and simple and compound interest calculation for coefficient customer using mathematical and logical function.

A] To Create MS Excel

Step 1: Click the start button

Step 2: Select the all program option

Step 3: Select Ms Office → MS Excel

Step 4: Microsoft Excel will appear.

B] To create a new formula

Step 1: Press Alt+ F11

Step 2: Function compound inset table

Step 3: For compound insert press (HR)

Step 4: End function

C] To find compound Interest

Step 1: Press enter for the answer appears select it and drag it will come for all customers.

D] To find SI (Simple Interest)

Step 1: To find SI – select the sell to be answer appeared

Step 2: Type the formula as $(SI= N10) 75\% /10,000$

Step 3: Press enter follow the same for all.

Result:

The above program is executed and output is verified.

KARPAGAM ACADEMY OF HIGHER EDUCATION, COIMBATORE**Class: I B.Com BPS****Course Name: Computer Application for Business(Practical)****Code: 19BPU111****Semester: II****Year: 2019 - 20 Batch****Output:**

Ms. Didiha					
Ms HD FINANCIAL INSTITUTION, MUMBAI					
Simple Interest					
Sl.NO	Customer	PRINCIPLES USD	INTREST RATE	YEARS	Total Amount USD
1	Vinod	\$10000	5.00%	7	\$10000.35
2	Vidhya	\$7000	5.25%	9	\$7000.45
3	Vj niruba	\$3800	5.10%	10	\$3800.54
4	Ezhil	\$12000	6.25%	12	\$12000.75
5	Nakulan	\$15500	7.80%	13	\$15501.01
6	Asker	\$28300	8.90%	20	\$28301.78
7	Sakthi	\$44000	9.95%	25	\$44002.49
8	Praba	\$77381	10.52%	27	\$77383.84
9	Vetri	\$100273	12.32%	28	\$100276.45
10	Keerthana	\$153220	12.78%	30	\$153,603,40

Mr. Kiran					
Ms. Kiran Financial Institution Bhopal					
Customer account - Compound Interest					
Sl.No	Customer	Principle	Interest rate	Years	Total Amount
1	Vinod	\$10000	5.00%	7	\$10000.35
2	Vidhya	\$7000	5.25%	9	\$7000.47
3	Vj nirba	\$3800	5.10%	10	\$3800.54
4	Ezhil	\$12000	6.25%	12	\$12000.75
5	Nakulan	\$15500	7.80%	13	\$15501.01
6	Asker	\$28300	8.90%	20	\$28301.28
7	Sakthi	\$44000	9.95%	25	\$44002.49
8	Praba	\$77381	10.52%	27	\$77383.84
9	Vetri	\$100273	12.32%	28	\$100276.45
10	Keerthana	\$153220	12.78%	30	\$153223.83

Ex. No: 11

PREPARATION OF PRODUCT LIFECYCLE

Aim:

To prepare a product life cycle which should contain introduction growth, maturity and decline shapes.

A] To Create MS Excel

Step 1: Click the start button

Step 2: Select the all program option

Step 3: Select MS Excel

Step 4: Microsoft Excel will appear.

B] Borders

Step 1: After typing a text in an Excel

Step 2: Select the text and click the border

Step 3: Select the all program option

Step 4: Click ok.

C] Bold

Step 1: Select the heading

Step 2: Select the Bold option in the font tab

Step 3: Select the Bold **B**

Step 4: And click OK

D] To insert chart

Step 1: Select the data entry

Step 2: Select insert → click chart icon

Step 3: Click OK by selecting required chart

E] To change the entitles in chart

Step 1: Select the data in chart→ Select Data

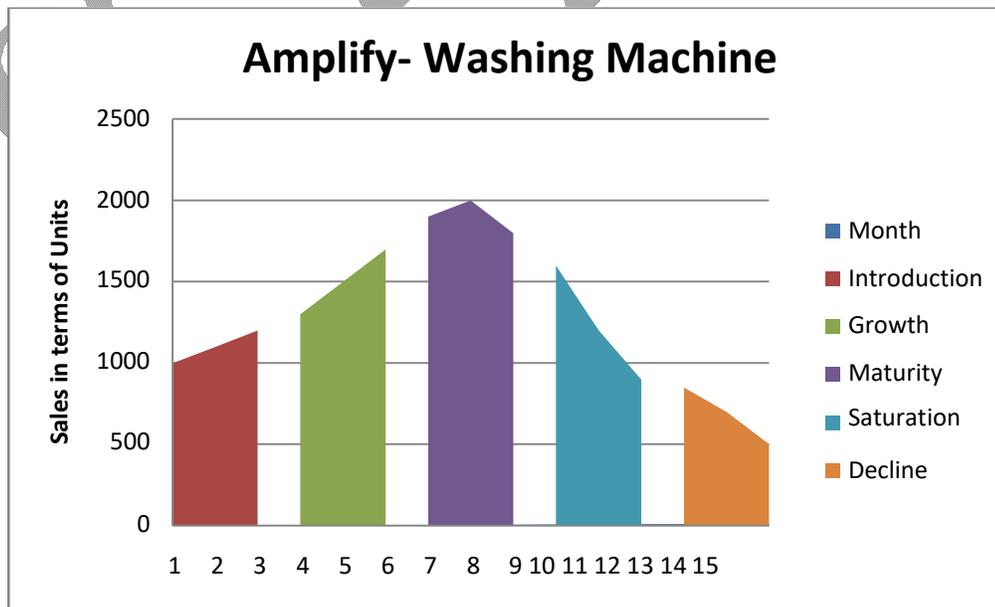
Step 2: Do the editing and Click OK.

Result:

The above program is executed and output is verified.

Output:

Amplify Company Pvt. Ltd					
Product Name: Washing Machine April 2018-June 2018					
Product Life Cycle					
Month	Introduction	Growth	Maturity	Saturation	Decline
1	1000				
2	1100				
3	1200				
4		1300			
5		1500			
6		1700			
7			1900		
8			2000		
9			1800		
10				1600	
11				1200	
12				900	
13					850
14					700
15					500



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D] Design

Step 1: Select the design option and select the design as you like

Step 2: And change the fonts as our style.

Step 3: Select the effects for each slide.

Step 4: Click Ok.

E] Title of content

Step 1: Select the different type of slide

Step 2: Type the features of your company

Step 3: Insert picture from clipart.

Step 4: And click ok.

Output



PROCESSOR FOR MOTO Z2

- ◉ RAM : 6GB
- ◉ ROM : 64,128 GB (Expandable upto 256)
- ◉ PROCESSER: QUALCOM SNAPDRAGON
- ◉ BATTERY : 5000mAH
(Talk time upto 20hrs, Standby 30hrs)
- ◉ Connectivity: 4g, 3g, 2g.
- ◉ Sim Card : Dual Sim (NANO sim)

PRICE FOR MOTO Z2
6GB RAM AND 64GB ROM
RS-25000
6GB RAM AND 128GB ROM
RS-28000