

**KARPAGAM ACADEMY OF HIGHER EDUCATION**

Coimbatore - 641021.

(For the candidates admitted from 2017 onwards)

**DEPARTMENT OF COMPUTER SCIENCE, CA & IT**

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**SUBJECT : COMPUTER FUNDAMENTALS - PRACTICAL**  
**SEMESTER : I**  
**SUBJECT CODE : 17CSU113** **CLASS : I B.Sc.CS**

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**MS Word**

1. Prepare a **grocery list** having four columns (Serial number, The name of the product, quantity and price) for the month of April, 06.

- Font specifications for Title (Grocery List): 14-point Arial font in bold and italics.
- The headings of the columns should be in 12-point and bold.
- The rest of the document should be in 10-point Times New Roman.
- Leave a gap of 12-points after the title.

2. Create a **telephone directory**.

- The heading should be 16-point Arial Font in bold
- The rest of the document should use 10-point font size
- Other headings should use 10-point Courier New Font.
- The footer should show the page number as well as the date last updated.

3. Design a **time-table form** for your college.

- The first line should mention the name of the college in 16-point Arial Font and should be bold.
- The second line should give the course name/teacher's name and the department in 14-point Arial.
- Leave a gap of 12-points.
- The rest of the document should use 10-point Times New Roman font.
- The footer should contain your specifications as the designer and date of creation.

4. BPB Publications plans to release a new book designed as per your syllabus. Design the **first page of the book** as per the given specifications.

- The title of the book should appear in bold using 20-point Arial font.
- The name of the author and his qualifications should be in the center of the page in 16-point Arial font.
- At the bottom of the document should be the name of the publisher and address in 16-point Times New Roman.
- The details of the offices of the publisher (only location) should appear in the footer.

5. Create the following one page documents.

- a. Compose a note inviting friends to a get-together at your house, Including a list of things to bring with them.
- b. Design a certificate in landscape orientation with a border around the document.
- c. Design a Garage Sale sign.
- d. Make a sign outlining your rules for your bedroom at home, using a numbered list.

6. Create the following documents:

- (a) A newsletter with a headline and 2 columns in portrait orientation, including at least one image surrounded by text.
- (b) Use a newsletter format to promote upcoming projects or events in your classroom or college.

7. Convert following text to a table, using comma as delimiter

Type the following as shown (do not bold).

**Color, Style, Item**

**Blue, A980, Van**

**Red, X023, Car**

**Green, YL724, Truck**

**Name, Age, Sex**

**Bob, 23, M**

**Linda, 46, F**

**Tom, 29, M**

8. Enter the following data into a table given on the next page.

Salesperson	Dolls	Trucks	Puzzles
Kennedy, Sally	1327	1423	1193

White, Pete	1421	3863	2934
Pillar, James	5214	3247	5467
York, George	2190	1278	1928
Banks, Jennifer	1201	2528	1203
Atwater, Kelly	4098	3079	2067
Pillar, James	5214	3247	5467
York, George	2190	1278	1928
Banks, Jennifer	1201	2528	1203
Atwater, Kelly	4098	3079	2067

Add a column Region (values: S, N, N,S,S,S) between the Salesperson and Dolls columns to the given table Sort your table data by Region and within Region by Salesperson in ascending order:

In this exercise, you will add a new row to your table, place the word Total at the bottom of the Salesperson column, and sum the Dolls, Trucks, and Puzzles columns.

9. Wrapping of text around the image.

10. Following features of menu option must be covered

- FILE Complete menu
- EDIT Complete menu
- VIEW Complete menu
- INSERT Complete menu
- FORMAT Complete menu
- TABLE Complete menu
- WINDOW Complete menu
- HELP Complete menu
- TOOLS All options except Online collaboration, Tools on Macro, Templates

**MS Excel**

1. Enter the Following data in Excel Sheet

REGIONAL SALES PROJECTION						
State	Qtr1	Qtr2	Qtr3	QTR4	Qtr Total	Rate Amount
Delhi	2020	2400	2100	3000	15	
Punjab	1100	1300	1500	1400	20	
U.P.	3000	3200	2600	2800	17	
Haryana	1800	2000	2200	2700	15	
Rajasthan	2100	2000	1800	2200	20	

**TOTAL**

**AVERAGE**

(a) Apply Formatting as follow:

- i. Title in TIMES NEW ROMAN
- ii. Font Size - 14
- iii. Remaining text - ARIAL, Font Size -10
- iv. State names and Qtr. Heading Bold, Italic with Gray Fill Color.
- v. Numbers in two decimal places.
- vi. Qtr. Heading in center Alignment.
- vii. Apply Border to whole data.

(b) Calculate State and Qtr. Total

(c) Calculate Average for each quarter

(d) Calculate Amount = Rate \* Total .

2. Given the following worksheet

	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
1	Roll No.	Name	Marks	Grade
2	1001	Sachin	99	
3	1002	Sehwag	65	
4	1003	Rahul	41	
5	1004	Sourav	89	
6	1005	Har Bhajan	56	

Calculate the grade of these students on the basis of following guidelines:

If Marks	Then Grade
$\geq 80$	A+
$\geq 60 < 80$	A
$\geq 50 < 60$	B
$< 50$	F

3. Given the following worksheet

	A	B	C	D	E	F	
1	<b>Salesman</b>		<b>Sales in (Rs.)</b>				
2	No.	Qtr1	Qtr2	Qtr3	Qtr4	Total	Commission
3	S001	5000	8500	12000	9000		
4	S002	7000	4000	7500	11000		
5	S003	4000	9000	6500	8200		
6	S004	5500	6900	4500	10500		
7	S005	7400	8500	9200	8300		
8	S006	5300	7600	9800	6100		

Calculate the commission earned by the salesmen on the basis of following Candidates:

If Total Sales	Commission
$< 20000$	0% of sales
$> 20000$ and $< 25000$	4% of sales
$> 25000$ and $< 30000$	5.5% of sales
$> 30000$ and $< 35000$	8% of sales
$\geq 35000$	11% of sales

The total sales is sum of sales of all the four quarters.

4. A company XYZ Ltd. pays a monthly salary to its employees which consists of basic salary, allowances & deductions. The details of allowances and deductions are as follows:

**Allowances**

- HRA Dependent on Basic
  - 30% of Basic if  $\text{Basic} \leq 1000$
  - 25% of Basic if  $\text{Basic} > 1000$  &  $\text{Basic} \leq 3000$

20% of Basic if Basic >3000

- DA Fixed for all employees, 30% of Basic
- Conveyance Allowance Rs. 50/- if Basic is <=1000  
Rs. 75/- if Basic >1000 & Basic<=2000  
Rs. 100 if Basic >2000
- Entertainment Allowance NIL if Basic is <=1000  
Rs. 100/- if Basic > 1000

**Deductions**

- Provident Fund 6% of Basic
- Group Insurance Premium Rs. 40/- if Basic is <=1500  
Rs. 60/- if Basic > 1500 & Basic<=3000  
Rs. 80/- if Basic >3000

Calculate the following:

Gross Salary = Basic + HRA + DA + Conveyance + Entertainment

Total deduction = Provident Fund + Group Insurance Premium

Net Salary = Gross Salary – Total Deduction.

5. Create Payment Table for a fixed Principal amount, variable rate of interests and time in the format below:

No. of Installments	5%	6%	7%	8%	9%
3	XX	XX	XX	XX	XX
4	XX	XX	XX	XX	XX
5	XX	XX	XX	XX	XX
6	XX	XX	XX	XX	XX

6. Use an array formula to calculate Simple Interest for given principal amounts given the rate of

6. Calculate simple interest for the below values

Rate of Interest 8%

Time 5 Years

Principal Simple Interest

1000 ?

18000 ?

5200

?

7. The following table gives year wise sale figure of five salesmen in Rs.

Salesman	2000	2001	2002	2003
S1	10000	12000	20000	50000
S2	15000	18000	50000	60000
S3	20000	22000	70000	70000
S4	30000	30000	100000	80000
S5	40000	45000	125000	90000

(a) Calculate total sale year wise.

(b) Calculate the net sale made by each salesman

(c) Calculate the maximum sale made by the salesman

(d) Calculate the commission for each salesman under the condition.

(i) If total sales  $>4,00,000$  give 5% commission on total sale made by the salesman.

(ii) Otherwise give 2% commission.

(e) Draw a bar graph representing the sale made by each salesman.

(f) Draw a pie graph representing the sale made by salesman in 2000.

8. Enter the following data in Excel Sheet

### PERSONAL BUDGET FOR FIRST QUARTER

**Monthly Income (Net): 1,475**

EXPENSES	JAN	FEB	MARCH	QUARTER TOTAL	QUARTER AVERAGE
Rent	600.00	600.00	600.00		
Telephone	48.25	43.50	60.00		
Utilities	67.27	110.00	70.00		
Credit Card	200.00	110.00	70.00		
Oil	100.00	150.00	90.00		
AV to					
Insurance	150.00				
Cable TV	40.75	40.75	40.75		

**Monthly Total**

Calculate Quarter total and Quarter average.

- (a) Calculate Monthly total.
- (b) Surplus = Monthly income - Monthly total.
- (c) What would be total surplus if monthly income is 1500.
- (d) How much does telephone expense for March differ from quarter average.
- (e) Create a 3D column graph for telephone and utilities. (f) Create a pie chart for monthly expenses.

9. Enter the following data in Excel Sheet

**TOTAL REVENUE EARNED FOR SAM'S BOOKSTALL**

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<b>Publisher name</b>	<b>1997</b>	<b>1998</b>	<b>1999</b>	<b>2000</b>	<b>total</b>
A	Rs.1000.00	Rs.1100.00	Rs.1300.00	Rs.800.00	
B	Rs.1500.00	Rs.700.00	Rs.1000.00	Rs.2000.00	
C	Rs.700.00	Rs.900.00	Rs.1500.00	Rs.600.00	
D	Rs.1200.00	Rs.500.00	Rs.200.00	Rs.1100.00	
E	Rs.800.00	Rs.1000.00	Rs.3000.00	Rs.560.00	

- (a) Compute the total revenue earned.
- (b) Plot the line chart to compare the revenue of all publishers for 4 years.
- (c) Chart Title should be    Total Revenue of sam's Bookstall (1997-2000)'
- (d) Give appropriate categories and value axis title.
10. Generate 25 random numbers between 0 & 100 and find their sum, average and count. How many no. are in range 50-60.

**EX.NO : 1**

### **CREATING A GROCERY LIST**

**AIM:**

To prepare a grocery list having four columns (serial no, name of the product, quantity and price for the month of April 2006) using MS Word.

**ALGORITHM:**

**STEP 1:** Start the process

**STEP 2:** Start → All programs → Microsoft Office → MS Word 2007.

**STEP 3:** Open a new document using “Office Button” menu (Office Button → New → Blank document).

**STEP 4:** Enter the title as GROCERY LIST in 14 points and Arial font in Bold Italics.

**STEP 5:** The table is inserted using Insert → Table option with 4 columns and five rows

**STEP 6:** The Heading of the four columns (serial no, name of the product, quantity and price) is entered in 12 points and in bold.

**STEP 7:** Enter all the details / data in the document in font size 10 points in Times New Roman.

**STEP 8:** Leave a gap of 12 points after the Title.

**STEP 9:** After entering all the data in the document, save the document using Office Button → Save or “Ctrl+S”.

**STEP 10:** Stop the process.

**Grocery List**

S.no	Name of the product	Quantity	price
1	Sugar	5kg	215
2	Sunflower oil	3L	270
3	Bengal gram	2kg	200
4	Green gram	3kg	300
5	Power soap	4	160
Total			1145

**RESULT:**

The above program has been completed successfully and output is verified.

**EX.NO:2**

**CREATING A TELEPHONE DIRECTORY**

**AIM:**

To create a Telephone Directory using MS Word.

**ALGORITHM:**

**STEP 1:** Start the process

**STEP 2:** Start → All programs → Microsoft Office → MS Word 2007.

**STEP 3:** Open a new document using “Office Button” menu (Office Button→ New → Blank document).

**STEP 4:** Enter the title of the document in centre as TELEPHONE DIRECTORY in 16 points with font style Arial in Bold.

**STEP 5:** Insert the table after the title using Insert → Table option, with 4 columns and 6 rows.

**STEP 6:** Type the heading of the column as Serial No, Name, Address, Phone No and fill the details of the document as per Telephone directory.

**STEP 7:** The heading inside the table should be in Courier font with 10 points size.

**STEP 8:** The footer is inserted in the document using Insert → Header and footer option which shows the page number and the date created.

**STEP 9:** After entering all the data in the document, save the document using Office Button→ Save or “Ctrl+S”.

**STEP 10:** Stop the process.

**Telephone Directory**

<b>Name</b>	<b>Phone number</b>	<b>Address</b>
Jasmin	0422-234567	131, Lotus Avenue, Sundharapuram, Coimbatore.
Karthikeyan	0422-334455	15, KK Nagar, Avarampalayam, Coimbatore.
Nirmal Kumar	0422-278945	71, Rajeev Gandhi Nagar, Peelamedu, Coimbatore.
Nithya	0422-286479	88, Saibaba colony, Coimbatore.
Prema	0422-264531	32, RK Nagar, Singanallur, Coimbatore.

**RESULT:**

The above program has been completed successfully and output is verified.

**EX.NO : 3**

**TIME TABLE FORM**

**AIM:**

To create a Time table for the college using MS Word.

**ALGORITHM:**

**STEP 1:** Start the process

**STEP 2:** Start → All programs → Microsoft Office → MS Word 2007.

**STEP 3:** Open a new document using “Office Button” menu (Office Button → New → Blank document).

**STEP 4:** Enter the first line of the document as KARPAGAM UNIVERSITY in 16 points and Arial font style in Bold.

**STEP 5:** Enter the second line of the document as Course Name: BSc, Computer Science/Staff Name with 14 points in Arial font.

**STEP 6:** Leave a gap of 12 points after the title.

**STEP 7:** Insert the table after the title using Table → Insert → Table option.

**STEP 8:** Enter the data in the document in table in 10 points and in font Times New Roman.

**STEP 9:** The footer is inserted in the document using View → Insert → Header and footer option which shows the designer name and the date created.

**STEP 10:** After entering all the data in the document, save the document using File → Save or “Ctrl+S”.

**STEP 11:** Stop the process.

**Time Table Form****Karpagam Academy of Higher Education****B.Sc, Computer Science — Mrs.S.A.SATHYAPRABHA****Time Table for Odd Semester-2017**

Day	1 9.30-10.20	2 10.20-11.10	3 11.25-12.15	4 1.00-1.50	5 1.50-2.40	6 2.55-3.45
Monday	C/C++	CF	CF Lab	TAMIL	EVS	CF
	SAS	KK	MK	UR	N.M	KK
Tuesday	CSA	EVS	CF	C/C++ Lab		
	SS	N.M	KK	SAS		
Wednesday	EVS	C/C++	TAMIL	CSA	CF	C/C++
	N.M	SAS	UR	SS	KK	SAS
Thursday	CSA	EVS	TAMIL	CSA Lab		
	SS	N.M	UR	MK		
Friday	CF Lab			TAMIL	C/C++	CSA
	NM			UR	SAS	SS

**TAM** - Tamil- Mrs.Umarani (UR)

**EVS** - Environmental Studies — Ms.N.Manonmani (NM)

**CF** - Computer Fundamentals- Mr.K.Kathirvel (KK)

**CSA** - Computer System Architecture — Mr.S.Subramani (SS), Mr.MuthuKrishnan (MK)

**C++** - Programming Fundamentals using C/C++ - Mrs.S.A.SathyaPrabha (SAS)

Name :

Date :

**RESULT:**

The above program has been completed successfully and output is verified.

**EX.NO : 4**

**FIRST PAGE OF THE BOOK**

**AIM:**

To design the first page of the book using MS Word.

**ALGORITHM:**

**STEP 1:** Start the process

**STEP 2:** Start → All programs → Microsoft Office → MS Word 2007.

**STEP 3:** Open a new document using “Office Button” menu (Office button → New → Blank document)

**STEP 4:** Enter the title of the book as COMPUTER FUNDAMENTALS with 20 points of Arial style in bold.

**STEP 5:** Enter the Author name as E. BALAGURUSWAMY PhD., and his qualifications in middle of the page in 16 points with Arial style.

**STEP 6:** At the bottom of the page, enter the name of the publisher as BPB PUBLICATION in 16 points with Times New Roman.

**STEP 7:** The footer is inserted in the document using View → Insert → Header and footer option which shows the details of the office of the publisher.

**STEP 8:** After entering all the data in the document, save the document using File → Save or “Ctrl+S”.

**STEP 9:** Stop the process.

**The First page of the book**

# **Computer Fundamentals**

**E.Balagurusamy. M.Sc (CS), Ph.D.**

**BPB Publishers,  
5<sup>th</sup> Avenue, Hope College,  
Peelamedu, Coimbatore.**

BPB Publications, Gandhipuram,  
Coimbatore.

**RESULT:**

The above program has been completed successfully and output is verified.

**EX.NO : 5**

**CREATING ONE PAGE DOCUMENT (INVITATION)**

**AIM:**

To create the following in one page document using MS Word.

**ALGORITHM:**

**STEP 1:** Start the process

**STEP 2:** Start → All programs → Microsoft Office →MS Word 2007.

**STEP 3:** Open a new document using “Office Button” menu (Office button→New→ Blank document)

**STEP 4:** Compose a note inviting your friends for a get-together party and list some things in bulleted list using Paragraph tab →Bullets and Numbering → Bullets option.

**STEP 6:** The layouts of the page are changed to landscape using File → Page setup → Orientation – Landscape option and design the certificate.

**STEP 7:** Design the post for Garage sale offer.

**STEP 8:** Enter the rules to be followed in bedroom at home using numbered list using Format → Bullets and Numbering option.

**STEP 9:** After creating document, save the document using File→Save or “Ctrl+S”.

**STEP 10:** Stop the process.

# INVITATION

*Hi my dear friends,*

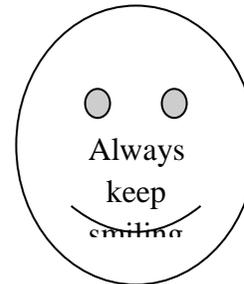
*We are arranging the get together at my home for friends. So please come to my home on 14<sup>th</sup> August 2017 at 10 o'clock.*

**List of things:**

- *Dress*
- *Bed Sheet*
- *Sweater and Scarves*

**Rules:**

1. Don't make noise
2. Don't damage any things



**Venue:**  
*12, XXX avenue,  
Kerela.*

*Your's lovely  
P. Indumathi*

**RESULT:**

The above program has been completed successfully and output is verified.

**EX.NO : 6**

**NEWSLETTER DESIGNING**

**AIM:**

To create a newsletter with headlines and to promote events using MS Word.

**ALGORITHM:**

**STEP 1:** Start the process

**STEP 2:** Start → All programs → Microsoft Office → MS Word 2007.

**STEP 3:** Open a new document using “Office Button” menu (Office button → New → Blank document)

**STEP 4:** The default Orientation of document is portrait and the page is changed into 2 columns using Page layout → Columns → Two.

**STEP 5:** Insert the picture in the middle of the news using Insert → picture → Clipart.

**STEP 6:** After creating newsletter, save the document using File → Save or “Ctrl+S”.

**STEP 7:** Stop the process.

**The Newspaper Letter****THE HINDU**

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July 28, 2017

Karpagam academy of Higher Education, the department of computer science celebrates fresher's day party on Friday.



It was all fun for I year students in our university. Dancing, cheering, and blowing whistles for their friends, they celebrated fresher's day party. Senior students of Karpagam academy of Higher Education welcomed their juniors with traditional dances at the party. All the students followed dress code they wearing colorful 'sarees', 'salwars'.

“Freshers day parties and introduction programs will help to calm fears among juniors

and develop friendship among the seniors and juniors. “Senior students should guide the fresher's in a proper way for securing good marks”, was said by the authorities of Karpagam Academy of Higher Education.

**RESULT:**

The above program has been completed successfully and output is verified.

**EX.NO:7**

**CONVERTING A TEXT TO TABLE**

**AIM:**

To convert the following text to the table using comma as a delimiter using MS Word.

**ALGORITHM:**

**STEP 1:** Start the process

**STEP 2:** Start → All programs → Microsoft Office → MS Word 2007.

**STEP 3:** Open a new document using “Office Button” menu (Office button→New→ Blank document)

**STEP 4:** Enter the given data in the document.

**STEP 5:** Convert the text into a table using Table → convert to table and select comma as delimiter.

**STEP 6:** And the text is converted into table.

**STEP 7:** After converting the text, save the document using File → Save or “Ctrl+S”.

**STEP 8:** Stop the process.

**Text to Table**

<b>Color</b>	<b>Style</b>	<b>Item</b>
Blue	A980	Van
Red	X023	Car
Green	YL724	Truck

<b>Name</b>	<b>Age</b>	<b>Sex</b>
Bob	23	M
Linda	46	F
Tom	29	M

**RESULT:**

The above program has been completed successfully and output is verified.

**EX.NO : 8**

**TABLE MANIPULATION**

**AIM:**

To enter the given data in the table and manipulate the table using MS Word.

**ALGORITHM:**

**STEP 1:** Start the process

**STEP 2:** Start → All programs → Microsoft Office → MS Word 2007.

**STEP 3:** Open a new document using “Office Button” menu (Office button → New → Blank document)

**STEP 4:** Create a table with 4 columns and 11 rows using Table → Insert → Table option.

**STEP 5:** Enter all the data in the document.

**STEP 6:** Add a column region in the table between sales person and dolls using Table → Insert → Column.

**STEP 6:** Sort your table data by region and within region by salesperson in ascending order.

**STEP 7:** Add a new row at the bottom of the table for calculating total of sales person and sum of the dolls, trucks and puzzles. Row is inserted using Table → Insert → Row option.

**STEP 8:** After entering all the data in the document, save the document using File → Save or “Ctrl+S”.

**STEP 9:** Stop the process.

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Salesperson	Values	Dolls	Trucks	Puzzles
Kennedy,Sally	S	1327	1423	1193
White,Peter	N	1421	3863	2934
Pillar,James	N	5214	3247	5467
York,George	S	2190	1278	1928
Banks,Jennifer	S	1201	2528	1203
Atwater,Kelly	S	4098	3079	2067
Pillar,James	S	2190	1278	1928
Banks,Jennifer	S	1201	2520	1203
Atwater,Kelly	S	4098	3079	2067
Total		28154	25550	25457

**RESULT:**

The above program has been completed successfully and output is verified.

**EX.NO : 9**

**WRAPPING OF TEXT AROUND THE IMAGE**

**AIM:**

To wrap the text around an image using MS Word.

**ALGORITHM:**

**STEP 1:** Start the process

**STEP 2:** Start → All programs → Microsoft Office → MS Word 2007.

**STEP 3:** Open a new document using “Office Button” menu (Office button → New → Blank document)

**STEP 4:** Enter a text in the document as a paragraph.

**STEP 5:** Insert the picture in the document using Insert → Picture → from file.

**STEP 6:** Adjust the picture in tight using Format → Picture → Layout → Tight.

**STEP 7:** After wrapping the text around the image, save the document using File → Save or “Ctrl+S”.

**STEP 8:** Stop the process.



**EX.NO : 10****BIO DATA****AIM:**

To create a document to perform or manipulate the menu option using MS Word.

**ALGORITHM:****STEP 1:** Start the process**STEP 2:** Start → All programs → Microsoft Office → MS Word 2007.**STEP 3:** Open a new document using “Office Button” menu (Office button→New→ Blank document)**STEP 4:** Enter the details of the person in bio data format**STEP 5:** Click EDIT menu and use the options cut, copy and paste.**STEP 6:** Click VIEW menu and use viewing options of the page like zooming, & window options, setting the ruler etc.,**STEP 7:** Click INSERT menu and use the options insert page number, Date & Time.**STEP 8:** Click FORMAT menu and use the font and borders options.**STEP 9:** Click TABLE menu and use the insert table for education field.**STEP 10:** Click WINDOW menu and use the option Arrange all Window.**STEP 11:** After performing all the operations in menu bar, save the document using File → Save or “Ctrl+S”.**STEP 12:** Stop the process.**BIO-DATA**

NAME :  
AGE :  
DATE OF BIRTH :  
FATHER NAME :  
MOTHER NAME :  
ADDRESS :

## EDUCATIONAL QUALIFICATION :

Course	Board/University	Year of completion	Percentage
+2	State Board	2015	85
BSc	Karpagam	2018	82

MOTHER TONGE :  
RELIGION :  
NATIONALITY :  
HOBBY :  
LANGUAGE KNOWN :

## EXTRA CURRICULAR ACTIVITIES:

Here by I declare that the above details are true to my knowledge.

Yours truly,

**RESULT:**

The above program has been completed successfully and output is verified.

# MS - EXCEL

**EX NO:1**

**REGIONAL SALES PROJECTION REPORT**

**AIM:**

To enter the data in excel sheet and calculate the total and average of the given table.

**ALGORITHM:**

**STEP 1:** Start the process

**STEP 2:** Start → All programs → Microsoft Office → MS Excel 2007.

**STEP 3:** Open a new document using “Office Button” menu (Office Button → New → Blank workbook).

**STEP 4:** Enter the title of the spreadsheet as “Regional Sales Projection” in Times New Roman style in 14 points size.

**STEP 5:** Enter all the given data in excel sheet in Arial style with 10 points size.

**STEP 6:** State names and quarter heading are entered in Bold Italics with Gray fill colour.

**STEP 7:** The numbers are entered in two decimal places using Tools option increase decimal and decrease decimal.

**STEP 8:** Align the entire quarter heading in centre and apply borders to all data using Format → Borders option.

**STEP 9:** Quarter total is calculated using formula [=sum (d3:d7)].

**STEP 10:** Quarter average is calculated using formula [=average (d3:d7)].

**STEP 11:** Amount is calculated using formula= Rate\*total.

**STEP 12:** After entering all the data, save the worksheet using File → Save or “Ctrl + S”.

**STEP 13:** Stop the process.

**OUTPUT:**

## REGIONAL SALES PROJECTION

<b>State</b>	<b>Qtr1</b>	<b>Qtr2</b>	<b>Qtr3</b>	<b>Qtr4</b>	<b>Rate</b>	<b>Total</b>	<b>Average</b>	<b>Rate amount</b>
<b>Delhi</b>	2020.00	2400.00	2100.00	3000.00	15.00	<b>9535.00</b>	<b>2380.00</b>	<b>143025.00</b>
<b>Punjab</b>	1100.00	1300.00	1500.00	1400.00	20.00	<b>5320.00</b>	<b>1325.00</b>	<b>106400.00</b>
<b>UP</b>	3000.00	3200.00	2600.00	2800.00	17.00	<b>11617.00</b>	<b>2900.00</b>	<b>197489.00</b>
<b>Haryana</b>	1800.00	2000.00	2200.00	2700.00	15.00	<b>8715.00</b>	<b>2175.00</b>	<b>130725.00</b>
<b>Rajasthan</b>	2100.00	2000.00	1800.00	2200.00	20.00	<b>8120.00</b>	<b>2025.00</b>	<b>162400.00</b>

**RESULT:**

The above program has been completed and verified successfully.

**EX NO:2**

**GRADE OF THE STUDENT**

**AIM:**

To enter the data in excel sheet and calculate the grade of the students on the basis of guidelines.

**ALGORITHM:**

**STEP 1:** Start the process

**STEP 2:** Start → All programs → Microsoft Office → MS Excel 2007.

**STEP 3:** Open a new document using “Office Button” menu (Office Button → New → Blank workbook).

**STEP 4:** Enter the given data in the worksheet.

**STEP 5:** Calculate the grade of the students to their marks using formula

=IF(C4>=80,"A+",IF(C4>=60,"A",IF(C4>=50,"B",IF(C4<50,"F"))))

**STEP 6:** After calculating the grade of the student, save the worksheet using File → Save or “Ctrl + S”.

**STEP 7:** Stop the process.

**OUTPUT:****GRADE OF STUDENT**

<b>SNO</b>	<b>Roll No</b>	<b>Marks</b>	<b>GRADE</b>
1	1001	99	A+
2	1002	65	A
3	1003	41	F
4	1004	89	A+
5	1005	56	B

**RESULT:**

The above program has been completed and verified successfully.

**EX NO:3**

**SALESMAN COMMISSION**

**AIM:**

To enter the data in excel sheet and calculate the commission earned by the salesman on the basis of candidates.

**ALGORITHM:**

**STEP 1:** Start the process

**STEP 2:** Start → All programs → Microsoft Office → MS Excel 2007.

**STEP 3:** Open a new document using “Office Button” menu (Office Button → New → Blank workbook).

**STEP 4:** Enter all the data in the worksheet.

**STEP 5:** Calculate the total earned by salesman using the formula =SUM(B4:E4).

**STEP 6:** Calculate the commission percentage using the formula  
=IF(F4<20000,"0%",IF(F4<25000,"4%",IF(F4<30000,"5.5%",IF(F4<35000,"8%",IF(F4>=35000,"11%")))).

**STEP 7:** Calculate the commission amount for each salesman using the formula =F4\*G4

**STEP 8:** After calculating the commission of the salesman, save the worksheet using File → Save or “Ctrl + S”.

**STEP 9:** Stop the process.

**OUTPUT:**

SALESMAN COMMISSION							
	QTR1	QTR2	QTR3	QTR4	Total	Commm	Total comm
S001	5000	8500	12000	9000	34500	8%	2760.00
S002	7000	4000	7500	11000	29500	5.5%	1622.50
S003	4000	9000	6500	8200	27700	5.5%	1523.50
S004	5500	6900	4500	10500	27400	5.5%	1507.00
S005	7400	8500	9200	8300	33400	8%	2672.00
S006	5300	7600	9800	6100	28800	5.5%	1584.00

**RESULT:**

The above program has been completed and verified successfully.

**EX NO:4**

### **EMPLOYEE MONTHLY SALARY**

#### **AIM:**

To calculate the gross salary, total deductions and net salary of employees of a company using excel spreadsheet.

#### **ALGORITHM:**

**STEP 1:** Start the process

**STEP 2:** Start → All programs → Microsoft Office → MS Excel 2007.

**STEP 3:** Open a new document using “Office Button” menu (Office Button → New → Blank workbook).

**STEP 4:** Enter the data for Emp.Id, Emp. Name and Salary in the worksheet.

**STEP 5:** Calculate HRA percentage using conditions as

$=IF(C3<=1000,"30%",IF(C3<=3000,"25%",IF(C3>3000,"20%")))$

**STEP 6:** Calculate HRA amount using conditions as  $=C3*D3$  (Basic pay\*HRA percentage)

**STEP 7:** Enter the DA percentage as 30% for all and calculate DA amount using the formula  $=C3*F3$  (Basic pay\*DA percentage)

**STEP 8:** Calculate Conveyance amount using conditions as

$=IF(C3<=1000,"50",IF(C3<=2000,"75",IF(C3>2000,"100")))$

**STEP 9:** Calculate Entertainment amount using the formula

$=IF(C3<=1000,"0",IF(C3>1000,"100"))$

**STEP 10:** Calculate PF amount by using the formula  $=C3*6%$  (Basic salary\*6%)

**STEP 11:** Calculate GIP amount using the formula

$=IF(C3<=1500,"40",IF(C3<=3000,"60",IF(C3>3000,"80")))$

**STEP 12:** Calculate Gross salary using the formula  $=C3+E3+G3+H3+I3$  (Gross Salary = Basic + HRA + DA + Conveyance + Entertainment)

**STEP 13:** Calculate Total deduction = Provident fund + group insurance premium

**STEP 14:** Calculate Net Salary = Gross Salary – Total Deduction.

**STEP 15:** After preparing pay slip, save the worksheet using File → Save or “Ctrl + S”.

**STEP 16:** Stop the process.

**OUTPUT :**

EMPLOYEE SALARY													
Emp Id	Emp Name	Basic Salary	HRA	HR A amount	DA	DA amount	Conveyance	Entertainment	PF	GIP	Gross Salary	Total Deduction	Net Salary
S001	INDUMATHI	5000	20%	1000	30%	1500	100	100	300	80	7700	380	7320
S002	KATHICK	1500	25%	375	30%	450	75	100	90	40	2500	130	2370
S003	TOM	2000	25%	500	30%	600	75	100	120	60	3275	180	3095
S004	BOB	3000	25%	750	30%	900	100	100	180	60	4850	240	4610
S005	ALICE	3500	20%	700	30%	1050	100	100	210	80	5450	290	5160

**RESULT:**

The above program has been completed and verified successfully.

**EX NO:5**

**PAYMENT TABLE FOR LOAN INSTALLMENT**

**AIM:**

To create the payment table for a fixed principle amount variable rate of interest and time in the given format.

**ALGORITHM:**

**STEP 1:** Start the process

**STEP 2:** Start → All programs → Microsoft Office → MS Excel 2007.

**STEP 3:** Open a new document using “Office Button” menu (Office Button → New → Blank workbook).

**STEP 4:** Enter the principal amount, and No. of instalments in the first two columns.

**STEP 5:** Calculate the Rate of interest for 5% using the formula  $= (A4 * 5\%) * B4$  [(principal amount \* 5%) \* no. of installment]

**STEP 6:** Calculate the Rate of interest for 6%, 7%, 8%, 9% using the above formula

**STEP 7:** Calculate the Repayable amount using the formula  $= (A4 + C4) * B4$  [(principal amount + interest amount (5%)) \* no. of installment]

**STEP 8:** Calculate the Repayable amount for 6%, 7%, 8%, 9% using the above formula

**STEP 9:** After creating payment table, save the worksheet using File → Save or “Ctrl + S”.

**STEP 10:** Stop the process.

**OUTPUT :**

LOAN INSTALLMENT											
PRINCIPAL AMOUNT	NO. OF INSTALLMENT	Rate of interest (5%)	REPAYABLE AMOUNT	6%	REPAYABLE AMOUNT	7%	REPAYABLE AMOUNT	8%	REPAYABLE AMOUNT	9%	REPAYABLE AMOUNT
1000	3	150	3450	180	3540	210	3630	240	3720	270	3810
1000	4	200	4800	240	4960	280	5120	320	5280	360	5440
1000	5	250	6250	300	6500	350	6750	400	7000	450	7250
750	6	225	5850	270	6120	315	6390	360	6660	405	6930

**RESULT:**

The above program has been completed and verified successfully.

**EX NO:6**

**CALCULATING SIMPLE INTEREST**

**AIM:**

To calculate the simple interest for given principle amount, rate of interest and time using array formula.

**ALGORITHM:**

**STEP 1:** Start the process

**STEP 2:** Start → All programs → Microsoft Office → MS Excel 2007.

**STEP 3:** Open a new document using “Office Button” menu (Office Button → New → Blank workbook).

**STEP 4:** Entering the given data and calculate the simple interest using the formula

$$= \text{principle} * \text{years} * \text{rate of interest} / 100$$

**STEP 5:** Save the worksheet using File → Save or “Ctrl + S”.

**STEP 6:** Stop the process.

**OUTPUT:****SIMPLE INTEREST**

Principal	Time	Rate of Interest	Simple Interest	Total
1000	5	8	400	1400
18000	5	8	7200	25200
5200	5	8	2080	7280

**RESULT:**

The above program has been completed and verified successfully.

**EX NO: 7**

## **PREPARING SALES REPORT**

### **AIM:**

To enter the given data in excel sheet and calculate the sales, commission and draw graph representing the sales following sales projection.

### **ALGORITHM:**

**STEP 1:** Start the process

**STEP 2:** Start → All programs → Microsoft Office → MS Excel 2007.

**STEP 3:** Open a new document using “Office Button” menu (Office Button → New → Blank workbook).

**STEP 4:** Enter the given data in the worksheet.

**STEP 5:** Calculate the sale year wise using =sum (B2:B6).

**STEP 6:** Calculate the net sale made by each salesman using = sum (B2:E2).

**STEP 7:** Calculate the maximum sales made by each salesman using =max (B2:E2).

**STEP 8:** Calculate the commission for each salesman using the formula =IF (B2>400000,”5%”,B2<400000,”2%”).

**STEP 9:** Insert the bar graph using Insert → Chart → Bar for A2 to E6.

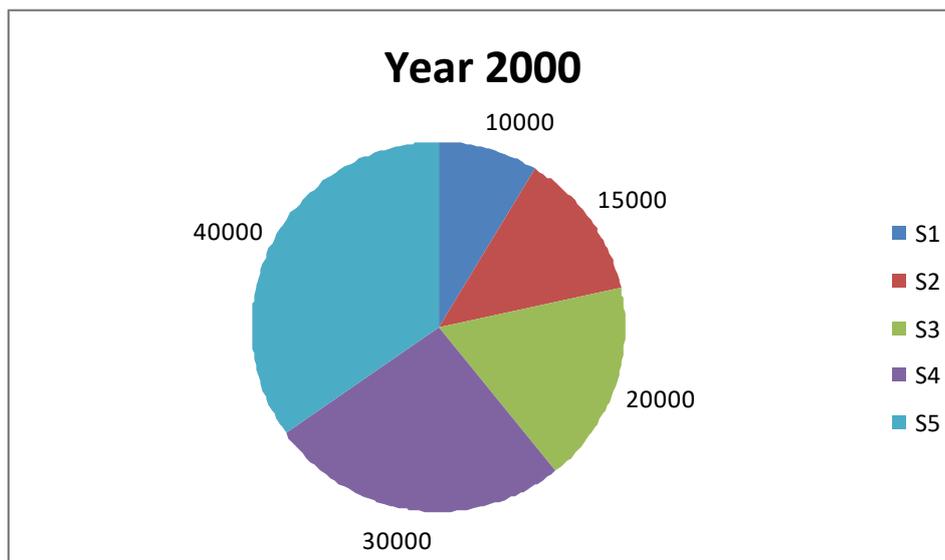
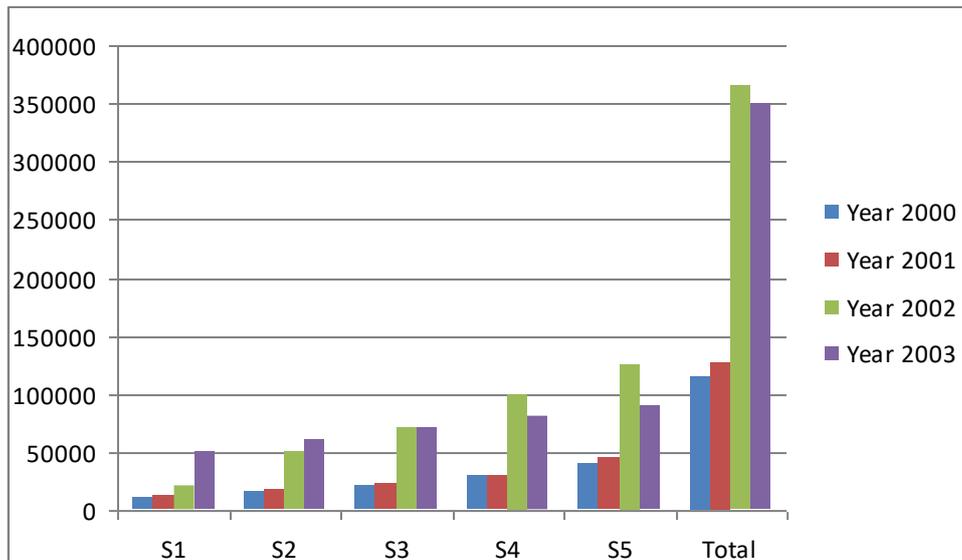
**STEP 10:** Insert the pie chart using Insert → Chart → Pie for B1 to B6.

**STEP 11:** After creating sales report, save the worksheet using File → Save or “Ctrl + S”.

**STEP 12:** Stop the process.

**OUTPUT:****YEARWISE SALE**

Salesman	Year 2000	Year 2001	Year 2002	Year 2003	Net Sale	Maximum Sale	Commission Percentage	Commission
S1	10000	12000	20000	50000	92000	50000	2%	1840
S2	15000	18000	50000	60000	143000	60000	2%	2860
S3	20000	22000	70000	70000	182000	70000	2%	3640
S4	30000	30000	100000	80000	240000	100000	2%	4800
S5	40000	45000	125000	90000	300000	125000	2%	6000
<b>Total</b>	<b>115000</b>	<b>127000</b>	<b>365000</b>	<b>350000</b>				



**RESULT:**

The above program has been completed and verified successfully.

**EX NO:8**

**PREPARING PERSONAL BUDGET**

**AIM:**

To enter the data in excel sheet and calculate the personal budget for first quarter.

**ALGORITHM:**

**STEP 1:** Start the process

**STEP 2:** Start → All programs → Microsoft Office → MS Excel 2007.

**STEP 3:** Open a new document using “Office Button” menu (Office Button → New → Blank workbook).

**STEP 4:** Enter the given data in the worksheet.

**STEP 5:** Calculate the monthly total using =sum (B2:B8).

**STEP 6:** Calculate the surplus using monthly income-monthly total for each months.

**STEP 7:** Calculate the difference of telephone expenses for March from quarter average using = Telephone expenses for march-quarter average.

**STEP 8:** Calculate the total surplus using=1500-monthly total for each month.

**STEP 9:** Insert 3D Column graph for telephone and utilities using Insert → Chart → column.

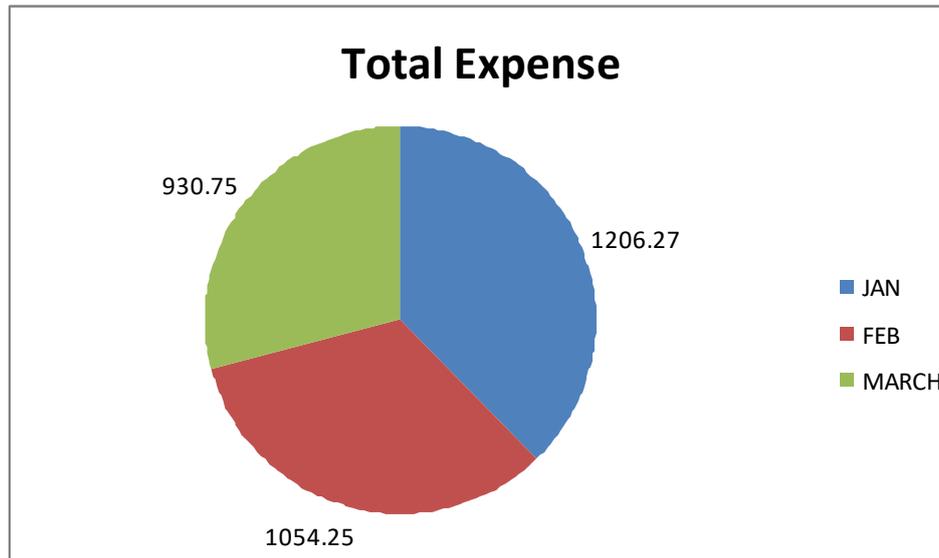
**STEP 10:** Create a pie chart for total monthly expenses using Insert → chart → Pie.

**STEP 11:** Save the worksheet using File → Save or “Ctrl + S”.

**STEP 12:** Stop the process.

**OUTPUT:****PERSONAL BUDGET FOR FIRST QUARTER****MONTHLY INCOME (NET):1475**

<b>EXPENSES</b>	<b>JAN</b>	<b>FEB</b>	<b>MARCH</b>	<b>QUARTER TOTAL</b>	<b>QUARTER AVERAGE</b>	<b>EXPENSE DIFFER FROM QUARTER AVG</b>
Rent	600	600	600	1800	600	
Telephone	48.25	43.5	60	151.75	50.58333333	<b>-9.41666667</b>
Utilites	67.27	110	70	247.27	82.42333333	
Credit Card	200	110	70	380	126.6666667	
Oil	100	150	90	340	113.3333333	
Insurance	150	0	0	150	50	
Cable TV	40.75	40.75	40.75	122.25	40.75	
<b>Total</b>	<b>1206.27</b>	<b>1054.25</b>	<b>930.75</b>			
<b>Surplus</b>	<b>268.73</b>	<b>420.75</b>	<b>544.25</b>			
Monthly Income (1500)	293.73	445.75	569.25			

**RESULT:**

The above program has been completed and verified successfully.

**EX NO: 9**

**CALCULATING REVENUE FOR BOOKSTALL**

**AIM:**

To enter the data in excel sheet and calculate the total revenue earned.

**ALGORITHM:**

**STEP 1:** Start the process

**STEP 2:** Start → All programs → Microsoft Office → MS Excel 2007.

**STEP 3:** Open a new document using “Office Button” menu (Office Button → New → Blank workbook).

**STEP 4:** Enter the given data in the worksheet.

**STEP 5:** Calculate the total revenue earned using =sum (B2:E2)

**STEP 6:** Insert line chart of all publisher for 4 years using Insert → Chart → Line.

**STEP 7:** The title of the line chart should be Total revenue of Sam’s Bookstall (1997-2000).

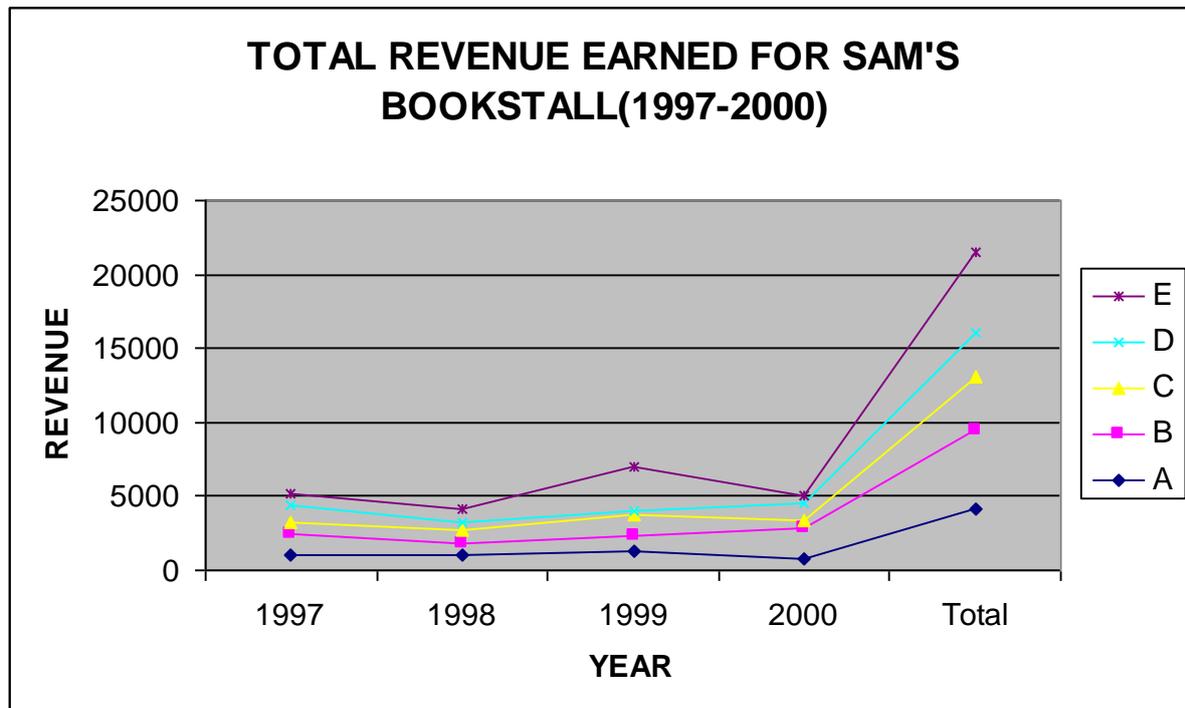
**STEP 8:** Give the appropriate categories and value of axis title.

**STEP 9:** After calculating the grade of the student, save the worksheet using File → Save or “Ctrl + S”.

**STEP 10:** Stop the process.

**OUTPUT:****TOTAL REVENUE EARNED FOR SAM'S BOOKSTALL**

<b>PUBLISHERS NAME</b>	<b>1997</b>	<b>1998</b>	<b>1999</b>	<b>2000</b>	<b>Total</b>
A	1000	1100	1300	800	4200
B	1500	700	1000	2000	5200
C	700	900	1500	600	3700
D	1200	500	200	1100	3000
E	800	1000	3000	560	5360

**RESULT:**

The above program has been completed and verified successfully.

**EX NO:10****GENERATING RANDOM NUMBERS****AIM:**

To generate 25 random numbers between 0-100 and find their sum, average and count numbers between 50-60.

**ALGORITHM:****STEP 1:** Start the process**STEP 2:** Start → All programs → Microsoft Office → MS Excel 2007.**STEP 3:** Open a new document using “Office Button” menu (Office Button → New → Blank workbook).**STEP 4:** Enter any 25 numbers between 0 to 100.**STEP 5:** Calculate their sum by using =sum (B4:B28).**STEP 6:** Calculate their average by using =average (B4:B28).**STEP 7:** Calculate the count of number between 50-60 using the formula  
=COUNTIFS(C3:C27,">=50",C3:C27,"<=60")**STEP 8:** After generating the random numbers, save the worksheet using File → Save or “Ctrl + S”.**STEP 9:** Stop the process.

**OUTPUT:**

Sno	Random Number
1	51
2	75
3	84
4	11
5	1
6	87
7	85
8	21
9	29
10	38
11	46
12	26
13	3
14	55
15	3
16	20
17	5
18	44
19	25
20	79
21	51
22	45
23	7
24	53
25	68
<b>count</b>	<b>4</b>
<b>sum</b>	<b>965</b>
<b>avg</b>	<b>74.2</b>

**RESULT:**

The above program has been completed and verified successfully.