# KARPAGAM ACADEMY OF HIGHER EDUCATION

(Deemed to be University)

( Established Under Section 3 of UGC Act 1956)

Coimbatore - 641021.

(For the candidates admitted from 2019 onwards)

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

**SUBJECT** : **COMPUTER FUNDAMENTALS - PRACTICAL**    **SEMESTER** : I    **L T  P  C**

**SUBJECT CODE**: 19CSU113    **CLASS** : I B.Sc.CS –B & C    **0  0  3  2**

## LIST OF PROGRAMS
# 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. 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**

**7. 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.
**8. Wrapping of text around the image.**

# 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

| | A | B | C | D |
|---|---|---|---|---|
| 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 |
|---|---|
| >= 80 | A+ |
| >= 60 < 80 | A |
| >= 50 < 60 | B |
| < 50 | F |

## 3. Given the following worksheet

| | A | B | C | D | E | F |
|---|---|---|---|---|---|---|
| 1 | Salesman | | | Sales in (Rs.) | | |
| 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 |
| >= 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 Basic <=1000
    - 25% of Basic if Basic>1000 & Basic<=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 Interest and time**

| | |
|---|---|
| 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. Generate 25 random numbers between 0 & 100 and find their sum, average and count. How many no. are in range 50-60.**

**STAFF**                                                                  **HOD**