

OSMANIA UNIVERSITY
FACULTY OF BUSINESS MANAGEMENT
Computer Lab – Practical Question Bank

Information Technology

Time: 60 Minutes

Record : 10

Skill Test : 20

Total Marks : 30

MS-WORD

1. Create a document with a heading and using formatting features underline, boldface and change the font.
2. Enter a list of at least 10 things you have to do this week. Select the list and turn on Numbering. Select the list again and turn on Bullets.
3. Select the same list change the bullet character to some symbols.
4. Create a document on student using Find & Replace All, replace the word **student** in the document with **citizen**
5. Take any document check for spelling and grammar.
6. Write letter to HR Managers of five different companies requesting them to allow you to do a summer project in their companies using Mail Merge.
7. Create and print an envelope with your return address.
8. Type a letter and create an envelope for it that you add to your document. Preview it in Print Preview.
9. Create a document that contains several paragraphs of text. Select the text and convert it into two columns. Balance the column length. Add a line between the columns, also add a title that spans both the columns.
10. Create a Table **Student** using Table Handling feature, include five columns and five rows taking your own data.
11. Select any table create the following
 - i) delete a row and a column
 - ii) insert a row and a column.
12. Using Student table apply auto formatting.
13. Create any document and use suffixes and prefixes, insert currency symbols etc.

MS-EXCEL

14. Create a worksheet named Patient to include the following

Patient No	Patient Name	In-Patient or Out-Patient	Doctor attended	Date

Add 5 rows .

15. Create a worksheet with the days of the week at the top and time from 9.00

To 17.00 in intervals of 30 minutes (9.00, 9.30, 10.00,,,,,,,,,,,,,,,,,,,,, 17.00) use Auto fill feature to create this worksheet

16. Create the following **Student** worksheet

SNo	Name	Mark1	Marks2	Mark3	Mark4	Mark5	Total

Using Auto Sum calculate the total marks.

17. In above table find Maximum and Minimum marks in columns mark1, mark2, mark3, mark4 and total.

18. Prepare a worksheet showing employee code, employee name and designation of the software engineers working in a company XYZ. The employee code starts with increments by one for engineer and ends with 1007. Use series fill option and fill code. Also insert today's date on the top of the worksheet.

19. Select student worksheet, sort the data in the descending order of total using sort option. Using filter option, filter irrelevant data.

Create the following worksheet Salary (Enter at least 5 records)

Name	Basic	HRA	TA	Deductions	Gross Pay	Tax	Net Pay

Calculations are done as follows:

HRA - 50% of Basic; TA – 10% of Basic;

Assume your deductions

Gross Pay is Basic + HRA+TA-Deductions

Tax is 30% of Gross Pay

Net Pay is Gross Pay –Tax

20. In above table find the average (or mean) salary, count of employees getting less than average salary.

21. create a bar graph for the above data

22. Create an exploded pie chart with 3-D visual effect using above data.

23. Create a column chart of employees Net Pay.

24. Create the following worksheet that shows the number of planes arriving in an airport in the morning (AM) arrivals and in the afternoon (PM).

Day	AM Arrivals	PM Arrivals
Monday	80	40
Tuesday	65	45
Wednesday	50	75
Thursday	58	60
Friday	150	80
Saturday	40	68
Sunday	30	100

Prepare a line graph showing the daily arrivals for both AM and PM.

25. Prepare two pie charts showing the relative distribution of arrivals in the morning and the afternoon.

26. Prepare a component bar chart showing the AM and PM arrivals versus the day of the week.

MS-POWERPOINT

27. Create a Presentation with 5 slides about various events that take place in of your college.

28. Use Auto Content wizard to create a presentation of your choice and add a note to one of the slides.

29. Select any presentation having a number of slides, using slide sorter to change and view the order of slides changed.

30. Create a presentation with at least 5 slides, change the colour scheme and change the fill for a single scheme.

31. In a presentation – change the font and font colour, replace the body text font with another font.

32. Create a presentation – insert a clip Art on a single slide and then re colour the single slide.

33. Create a presentation – insert a table from MS-WORD.

34. In a presentation – insert a sound file and replay.

35. In an existing presentation – select one or more slides – apply a new transition, change the speed of the transition.

36. In an existing presentation select one or more slides and apply preset animations from animation affects.

37. In any existing presentation – hide one or more slides.

38. To any existing presentation apply custom animation.

MS-ACCESS

39. Create a database College and table student with following details

Student No	Name	Department	Year of Admission	Date of Birth	Gender	% Marks

i) enter min 10 records

ii) Identify the primary key.

40. Create the above table using the design view.

41. Create a database Company and table employee with following details

Eno	Name	Designation	Department	Basic Pay	Dob	Appraised (Yes/No)

i) Enter 5 Records

ii) Display those employees who are appraised.

42. Select a table from an existing database and create tabular and datasheet auto forms.

43. Select employee table arrange the data in descending order of DOB using Sort.

44. Create a database **Hardware** mart and table **spares** with the following structure

Items	Price per unit	Qty	Total cost
Laptops	15,000	5	
Scanners	10,500	4	
Servers	45,600	3	
Printers	8,500	2	
Windows Software	2000	1	

Do the following operations

- i) Calculate the total cost and replace in field total cost.
- ii) Sort the data using quantity
- iii) Prepare report with title

45. Create a database **Book Store** and table Books with the following details

Book no	Title	Author	No of Copies Available	Publisher	Date of Publishing

Perform the following queries

- i) List the data author wise
- ii) List Title, Author, Publisher, No of copies
- iii) List all the books of a particular author
- iv) Create a label of 4 lines title, author, publisher, date of publishing and no of copies available.

46. Create a sales man table in a data base business containing following fields

Sales Man No	Name	Region (N/S/E/W)	Target set	Actual

- i) Calculate the difference between and actual and create a new field and enter the value.
- ii) Create a report of the data.

47. In the above perform following queries

- i) List those salesman who have achieved the target
- ii) list sales for a particular region
- iii) List name, region who have not achieved the target

48. Create a database XYZ company containing the tables

Personal(Empno, name, Dob, address, City, state, email, phone)

Business(Empno, date of joining, Dept.id, designation)

Department(Deptid, Name, Description)

- i) Define Primary and Foreign keys for the above table

49. In above exercise

- i) Create Forms for all the tables and add data using forms
- ii) Create Reports for all three tables.

50. In the above database modify the following

- i) Add the following fields

Personal ---- Country

Business ----- Salary

Department ----- Dept. Phone no, Email Id

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