**AGGARWAL COLLEGE BALLABGARH**

**Class-B.COM 2nd sem**

**(Acc. to NEP 2020 Ist Year)**

 **DOS, MS-WORD, MS- Excel, MS- POWERPOINT**

**DOS Assignment**

Week-1:-

* Create a file containing your name and address.
* Change the name of the above file as self.txt.
* Create a copy of the above file as bio.txt.
* Display the contents of the file self.txt.
* Display the file content pagewise if it goes more than named a.txt the page.

Week-2:-

* Create a file named a.txt containing the college details.
* Display the contents of the file course.txt.
* Display the attributes of the file course.txt.
* Change the file attribute to read only.
* Change the file attribute to hidden.

Week-3:-

* Display the files which have the extension txt.
* Rename the extension from txt to doc.
* Display the current path and Set a new search path.
* Change the default path to instruct DOS to look in the root directory, the DOS directory, and the Checkit directory. **[path c:\;c:\dos;c:\checkit]**.
* Check a disk and display a status report.

Week-4:-

* Display the current system date and set the date to 02-30-13.
* Display the current time of system and set it to 10:10AM.
* Display the MS-DOS version **(VER)**.
* Display a disk volume label and serial number**(VOL).**
* Display the amount of used and free memory in your system**(MEM)**.

Week-5:-

* Make a new directory named ABC
* Make the following Directory tree:



* Graphically display the directory structure of a drive or path using **TREE** command.

Week-6:-

* Move a Student\_Detail.txt to Student.txt present in different directory.
* Rename a file abc.txt to self.txt.
* Rename a directory abc to aaa.
* Compare the files abc.doc and self.doc and displays the differences between them.

Week-7:-

* Delete a file.
* Remove all the files created starting with the name a.
* Delete the directory College and all the files and subdirectories in it.
* Restore files previously deleted with the DEL command using **UNDELETE** command..
* Display a list of files and subdirectories in a directory.

Week-8:-

* Change the MS-DOS command prompt with **PROMPT** command.
* Change the prompt to show the date instead of the local directory.
* Change the prompt to show the current time.
* Change the prompt back to the original.
* Move into one of the other directories and obtain a directory listing of all the files in it.
* Move back to the root directory.

Week-9:-

* Search for a text string “java” in a file code.txt.
* Search for a text string “java” in several files.
* Create a directory tree and Copy entire directory tree.
* Back up file abc.txt in D:/ drive to E:/ drive.
* Restore files that were backed up by using the **BACKUP** command.

Week-10:-

* Sort input and writes results to the screen.
* Sort input and write the results in a file.
* Clean the command prompt window from the previous command lines**(CLS)**.
* Print a text file while you are using other MS-DOS commands.
* Redirect the output of the command DIR to a file dir.txt.
* Append the data of file self.txt to the file dir.txt(Data in the file dir.txt must not be erased).

Week-11:-

* Type in the following set of commands to create a batch file named mydir.bat

Copy con mydir.bat

 Echo \*\*\* Batch file for creating directories \*\*\*\*

 Pause

 Mkdir fy sy ty

 Chdir fy

@echo off

 Mkdir morning evening

 Cd ..\ty

 Mkdir batch1 batch2

 Cd ..

 ^Z

Execute the batch file mydir.bat by typing mydir at the prompt. Use dir and cd command to view the directory structure created.

* Create a batch file sort.bat which prompts the user to enter data and then store that data after sorting it in descending order to a file.
* Create batch files to perform the following tasks:

 Accepts two file names as parameters.

(i) If the first file exists, then: Display its contents. If second exists, then copy contents of first to second otherwise rename first to second.

(iii) If first does not exist, then: Create it. If second does not exist, copy contents of first to second otherwise delete second file.

Week-12:-

* Create a batch file Time.bat that display the current date and time.
* Display help on all DOS commands or a specific command.
* Generate the calendar of the month January 2014.
* Store the calendar of 2014 in a file calendar.txt.

**MS-WORD**

**WEEK -1**

**Microsoft Word** is a word processor developed by [Microsoft](http://en.wikipedia.org/wiki/Microsoft). It was first released in 1983 under the name Multi-Tool Word for [Xenix](http://en.wikipedia.org/wiki/Xenix%22%20%5Co%20%22Xenix) systems.MS Word is a popular word-processing program used primarily for creating documents such as letters, brochures, learning activities, tests, quizzes and students' homework assignments. There are many simple but useful features available in Microsoft Word to make it easier for study and work. That's why so many people would prefer to convert the read-only PDF to editable Word and [edit PDF in Word](http://www.simpopdf.com/guide/how-to-edit-pdf-in-word.html).

* Create a new file using new option.
* Save this file as ms-word.doc in “my documents” folder using save as option.
* Edit some part of your document and save again using save option .
* Close the file.
* Open this file again using open option from office button.
* View the file you have created using print preview option.
* Take a print out of this document through print option.

**WEEK-2**

* Select some part of your document and copy it on another place.
* Use shortcut keys for copy and paste.
* Highlight “**Microsoft Word** is a word processor developed by [Microsoft](http://en.wikipedia.org/wiki/Microsoft).”
* Search for word “document” using find option.
* Replace the word “Microsoft” with “MS”.

**WEEK-3**

* Select your document by using select all option and change the font size of your document.
* Underline the “Microsoft –word” using underline option.
* Draw a line through the middle of the selected text using strikethrough option.
* Create small letters below the text baseline using subscript ( ctrl+=).
* Create small letters above the text baseline using superscript ( ctrl+shift++).

**WEEK-4**

* View your document in portrait and landscape view using orientation option in page layout menu.
* Change the color of the text using font color option.
* Create a bulleted list like :
* C/c++
* Java
* .net
* Vb.net
* Give alignment to your selected text either right ,left ,center or justify.

**WEEK-5**

* Using the insert > break option insert a page break in your document.
* Insert page number at the bottom of the page using page number option.
* Insert a table like this:

|  |  |  |  |
| --- | --- | --- | --- |
| **Roll no.** | **Name** | **Course** | **Language** |
| 1. | Kapil | BCA | HTML |
| 2. | Suresh | MCA | ASP.NET |
| 3. | Shushma | B.COM. | TALLY |
| 4. | Sandy | B.COM. | C |

* Draw the borders of the table using draw table option.
* Select the last row of the table and delete the entire row.
* Insert some more columns to the right in the table.

**WEEK-6**

* Insert a picture in the file like this:



* Place the picture into the center of the page.
* Add a thick red border around the picture.
* Crop the picture 0.5 inches from the left.
* Change the size of the picture by pressing right click of the mouse on the picture .
* Insert caption to the picture.

**WEEK-7**

* Insert a clip art of computer in the file using clip art option .
* Draw a star using shapes option .
* Draw a figure like this using smartart option and add some text in the figure.

:

* Insert date & time and symbol date option &symbol option.
* Using wordart ,write the following “THANK YOU” .Use any style you wish and give it a font size of 20 points.

**WEEK-8**

* Insert header &footer using the header and footer option.
* Draw a text box and insert the following text in the textbox:

“Computer is an electronic device that performs complex calculations easily.”

* Insert Excel worksheet using object option in insert menu.
* Create a hyperlink & attach a file to the hyperlink.
* Insert Bookmark using bookmark option in insert menu.

**WEEK-9**

* Choose the paper size for the document using size option.
* Split the text in three columns by using columns option.
* Type the following lines and give numbers to that lines using line numbers option:

Computer is a device.

Computer is a machine

Computer is an electronic device

Computer is very useful.

**WEEK-10**

* Make the word “MS-WORD” as the watermark of the document.
* Set the background color of the document as RED using page color option.
* Change the border of the page using page border option.
* Choose the indents tab.
* Change the spacing between paragraphs by adding space above the paragraph.

**WEEK-11**

* Add a table of contents to the document.
* Update the table of contents.
* Insert footnote to the document.
* Insert an endnote to the document.
* Insert an index into the document.
* Create labels to the document.

**WEEK-12**

* Type this paragraph &checks the spelling &grammer using spelling &grammar tool.

**Microsoft Word** is a word processor developed by [Microsoft](http://en.wikipedia.org/wiki/Microsoft). It was first released in 1983 under the name Multi-Tool Word for [Xenix](http://en.wikipedia.org/wiki/Xenix%22%20%5Co%20%22Xenix) systems.MS Word is a popular word-processing program used primarily for creating documents such as letters, brochures, learning activities, tests, quizzes and students' homework assignments. There are many simple but useful features available in Microsoft Word to make it easier for study and work. That's why so many people would prefer to convert the read-only PDF to editable Word and [edit PDF in Word](http://www.simpopdf.com/guide/how-to-edit-pdf-in-word.html).

* View the document in full screen using full screen reading option.
* View the document as draft using draft tool.
* View the screen in full mode and zoom mode.
* Add a bibliography of the document.

 MS Excel-Assignment

Week-1

* Create a database Club and table Member. The following are the details of the table.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Number | Fname | Lname | Address | Home phone | Joining date |
| S1465T | Jone  | Johnson | 1234 Country Club Texas | (713)-555-7890 | 01-02-04 |
| J1050S | Bill | Smith | 1112 Peter Avenue Texas | (713)-556-6556 | 30-11-04 |
| S1300T | Lisa | Stanley | 985 Venton Circle Texas | (713)-558-1227 | 11-11-04 |

* Do the following:
1. Create Business table by using Design Wizard with year own data (atleast 6 fields and 10 records)

**2)** Create Personal table by using Design Wizard with your own data (atleast 6 fields and 10 records)

* Create a employee database and table ‘emp’.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Emp.No | Ename | Job  | DOJ | Basic  | Deptno | Sex | Due prom |
| 101 | Ajya | Clerk  | 17-12-01 | 6000 | 20 | Male  |  |
| 102 | Arvind | Salesmen  | 20-02-02 | 5000 | 30 | Male |  |
| 103 | Rahul | Salesmen | 22-03-01 | 5500 | 20 | Male |  |
| 104 | Rehman | Manager | 01-04-01 | 12000 | 40 | Male |  |
| 105 | Sahil  | Manager | 20-09-02 | 11500 | 10 | Male |  |

* Create a database ‘Library’ and create a table as ‘Books’ and execute the queries given below:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Author Lname | Author Fname | Book title  | Book type  | Year of publication |
| Gupta | Sharma | Management Accounting  | Accounting  | 2002 |
| Nain | Patel  | Financial  | Accounting  | 2000 |
| Reddy  | Ram | Corporate accounting  | Accounting  | 1990 |

1. Display Book title, Book type, author name where author = Ram and book type = Accounting.
2. Display Author Fname, Book type year of publication where year above 2000

Week-2

* Create a database ‘Student’. Also Create table ‘stdtable’& execute the following.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Sroll no | Sname | Class | State  | DOB | Marks  | Grade |
| 101 | Raj | BCA | AP | 21-09-82 | 80 | A |
| 105 | Ram | BCA | MP | 31-08-81 | 70 | B |
| 104 | Rakesh | BCA | UP | 30-06-80 | 90 | A |
| 103 | Ramesh  | BCA | AP | 25-07-82 | 38 | C |
| 105 | Rajesh  | BCA | MP | 02-02-83 | 45 | C |

1. Sort the data by sroll no.
2. Display sroll no., Sname, State and Marks where marks > 80.
3. Display sroll no., Sname, State and Marks where Grade = A.
* Create ‘employee database and table ‘emp’ create a Report.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Emp.No | Ename | Job  | DOJ | Basic  | Deptno | Sex |
| 101 | Ajya | Clerk  | 17-12-01 | 6000 | 20 | Male  |
| 102 | Arvind | Salesmen  | 20-02-02 | 5000 | 30 | Male |
| 103 | Rahul | Salesmen | 22-03-01 | 5500 | 20 | Male |
| 104 | Rehman | Manager | 01-04-01 | 12000 | 40 | Male |
| 105 | Sahil  | Manager | 20-09-02 | 11500 | 10 | Male |

* Create ‘Student database table ‘and also create a Report .

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Sroll no | Sname | Class | State  | DOB | Marks  | Grade |
| 101 | Raj | B.Com-I | AP | 21-09-82 | 80 | A |
| 105 | Ram | B.Com-II | MP | 31-08-81 | 70 | B |
| 104 | Rakesh | B.Com-III | UP | 30-06-80 | 90 | A |
| 103 | Ramesh  | B.Com-II | AP | 25-07-82 | 38 | C |
| 105 | Rajesh  | B.Com-I | MP | 02-02-83 | 45 | C |

Week-3

* Create a employee database and Create a Report .

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Emp.No | Ename | Job  | DOJ | Basic  | Deptno | Sex |
| 101 | Ajya | Clerk  | 17-12-01 | 6000 | 20 | Male  |
| 102 | Arvind | Salesmen  | 20-02-02 | 5000 | 30 | Male |
| 103 | Rahul | Salesmen | 22-03-01 | 5500 | 20 | Male |
| 104 | Rehman | Manager | 01-04-01 | 12000 | 40 | Male |
| 105 | Sahil  | Manager | 20-09-02 | 11500 | 10 | Male |

* Apply Auto formatting for the following Table and find total by using Auto Sum option

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ROLLNO | NAME | QT | FIT | IOM |
| 101 | Radhika | 50 | 90 | 80 |
| 102 | Sarika | 60 | 80 | 60 |
| 103 | Geethika | 50 | 70 | 75 |
| 104 | Bhoomika | 80 | 60 | 80 |
| 105 | Karthika | 84 | 57 | 84 |

* The following are the marks obtained by the students in three subjects

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ROLLNO | NAME | QT | FIT | IOM |
| 101 | Pravalika | 50 | 90 | 80 |
| 102 | Aryaman | 40 | 80 | 60 |
| 103 | Akosh | 38 | 70 | 75 |
| 104 | Prajaktha | 80 | 60 | 80 |
| 105 | Trisha | 84 | 57 | 84 |

Using Conditional Formatting list out students who secured

( a) Less than 50 in QT, ( b ) More than 65 in FIT, ( c ) Between 60 and 80 in Accounts .

Week-4

* The following are the marks obtained by the students in three subjects

 Draw a Bar Diagram.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ROLLNO | NAME | QT | FIT | IOM |
| 101 | Pravalika | 50 | 90 | 80 |
| 102 | Aryaman | 40 | 80 | 60 |
| 103 | Akosh | 38 | 70 | 75 |
| 104 | Prajaktha | 80 | 60 | 80 |
| 105 | Trisha | 84 | 57 | 84 |

* Type the following table and find out the total marks average obtained by each student.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ROLLNO | NAME | ECONOMICS | BANKING | MARKETING |
| 1 | Ajay | 50 | 90 | 80 |
| 2 | Vijay | 40 | 80 | 60 |
| 3 | Arnay | 38 | 70 | 75 |
| 4 | Prathista | 80 | 60 | 80 |
| 5 | Bhoomi | 84 | 57 | 84 |

* From the table given below reduce the total expenditure to RS.16000 by reducing sales department’s Expenditure by applying Goal Seek .

|  |  |
| --- | --- |
| Department | Expenditure Rs. |
| Production | 4000 |
| Sales | 6000 |
| Marketing | 3000 |
| Finance` | 5000 |
| Total Expenditure | 18000 |

* Principal Amount 2,00,000

 Rate of Interest 5%

 Time Period 10 Years

 Amount to be Paid ?

From the above , Calculate the amount payable per annum and also show the effect on amount by changing :

1. Rate of Interest to 3% and 8%
2. Time Period to 5 Years and 3 Years.

Week-5

* Employee Name Department Salary Rs.

 A Sales 3000

 B Accounts 4000

 C Marketing 5000

 D Sales 6000

 E Accounts 4000

 F Marketing 8000

 Obtain Department wise Sub Totals .

* Employee Name Department Salary Rs.

 A Sales 3000

 B Accounts 4000

 C Marketing 5000

 D Sales 6000

 E Accounts 4000

 F Marketing 8000

Prepare Pivot Table .

* **Create the following table:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Pay ROLLNO | Name | Salary Rs . | Part Time Rs. | Accounts |
| 1011 | Prasanna | 12000 | 900 | 1800 |
| 1012 | Anitha | 14000 | 800 | 1600 |
| 1013 | Ravi | 18000 | 700 | 1700 |
| 1014 | Saritha | 15000 | 600 | 1600 |
| 1015 | Mallika | 17000 | 500 | 1800 |

Using Conditional Formatting list out employees who got

(a ) Less than Rs. 15000 as Salary

( b ) More than Rs. 700 as Part Time

( c ) Between Rs.1600 and Rs.1800 as Arrears .

Week-6

* The following are the marks obtained by the students in three different subjects

 Draw a Pie Diagram.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ROLLNO | NAME | QT | FIT | IOM |
| 101 | Radhika | 50 | 90 | 80 |
| 102 | Sarika | 60 | 80 | 60 |
| 103 | Geethika | 50 | 70 | 75 |
| 104 | Bhoomika | 80 | 60 | 80 |
| 105 | Karthika | 84 | 57 | 84 |

* Create a pie graph for the following data of sales of XYZ co.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| YEAR | 1998 | 1999 | 2000 | 2001 | 2002 |
| SALES | 5000 | 10000 | 25000 | 3000 | 20000 |

* Show a Pie graph for the following data with different colors for each category

|  |  |
| --- | --- |
| Total Population | Distribution (in crores) |
| 0 – 5 | 20 |
| 6 – 12 | 10 |
| 13 – 20 | 15 |
| 21 – 35 | 25 |
| 36 – 60 | 15 |
| 60 & above | 15 |
| Total | 100 |

* Draw a multiple bar diagram from the following data:

YEAR SALES GROSS PROFIT NET PROFIT

 (‘000 Rs.) (‘000 Rs.) (‘000 Rs.)

2005 120 40 20

2006 135 45 30

2007 140 55 35

2008 150 60 40

Week-7

* Create a file in Excel that describes a grading system for a class.
	1. One Excel workbook file with 3 separate, appropriately labeled worksheets.
	2. Tables, a graph, and a list of descriptive statistics.
	3. For this exercise, the correct values in each cell are important and will be graded.
	4. The graph will be graded on appropriate content, appropriate axis scaling, and clear labeling.

**Content**

You should form a table on a worksheet titled “class list” that includes the names and test scores of your students. You have 7 students in your class, their names are: Allen, Borlin, Catlin, Dorsey, Eugene, Finneran, and Greco. Their scores on the first 3 tests are as follows:

|  |  |  |  |
| --- | --- | --- | --- |
|   | **Test 1** | **Test 2** | **Test 3** |
| *Allen* | Test 89 | Test 78 | Test 89 |
| *Borlin* | Test 67 | Test 56 | Test 66 |
| *Catlin* | Test 78 | Test 76 | Test 76 |
| *Dorsey* | Test 56 | Test 34 | Test 45 |
| *Eugene* | Test 26 | Test 100 | Test 99 |
| *Finerran* | Test 99 | Test 98 | Test 97 |
| *Greco* | Test 78 | Test 87 | Test 88 |

* 1. Using an Excel function, show each student’s average in an additional column labeled “Average”
	2. Using an Excel function, show each student’s rounded average in an additional column labeled “Rounded Average”
	3. If a student’s rounded average is above “95”, he/she has received “honors” in the class. In an additional column titled “Honors”, insert a function that will return the word “Yes” if they have received honors, otherwise would return the word “No”
	4. If a student’s rounded average is 90 or greater, they receive an “A”. Between 80 and 90 is a “B”, between 70 and 80 is a “C”, between 60 and 70 is a “D”, and lower than 60 is an “F”. Somewhere on your sheet, enter this information in cells. Create an additional column titled “Grade” and insert a nested IF function that returns the appropriate grade for each student. Use an absolute cell references in your nested IF function to indicate cut-off points between grades. Hint: You will need to place the “cut-off grade” values in cells somewhere on your worksheet…
	5. Below your table, create a graph showing the students’ rounded averages. Be sure to include appropriate labeling and spacing, so that the graph is non-repetitive and the scale is appropriate. Hint: A score of 100 is the highest possible…
	6. Insert a new worksheet. Use the Goal Seek feature to find the value that Eugene needed on Test 1 in order to earn honors for the course. Show your work by displaying an updated table. Title the worksheet “Eugene’s dream.” Hint: Do not worry about rounding Eugene’s new “score” for Test 1. If done properly, the rest of your table should update accordingly.
	7. From the data on your “class list” worksheet, provide the Descriptive Statistics of your students’ rounded averages. For the output, create a new worksheet and choose to display “summary statistics”. Rename this worksheet “Descriptive Statistics”.

Week-8

Type the following data in excel worksheet and save it as first.xls
Type the following data in excel worksheet and save it as first.xls

A                     B                 C                  D                  E
513
501
504
513
511
516
532
504
432
501
510
517
479
494
498
Do the following
(a) Highlight column A and copy it to column C
(b) Sort the data in column C in ascending order
(c) What is the lowest number in the list (use a function)
(d) Copy the data in column A to column E and sort it in descending order
(e) What is the highest number in the list (use a function)
(f) How many numbers in this list are bigger than 500 (use a database function)
(g) How many numbers in column A are between 520 and 540 inclusive
(use a database function)

Week-9

Type the following data in excel worksheet and save it as second.xls.
A                                            B                                     C                                 D
People per physician                Life Expectancy
X                                            Y                                      X \* Y
370                                         70.5
6166                                       53.5
684                                         65
449                                         76.5
643                                          70
1551                                        71
616                                         60.5
403                                         51.5
Do the following
(a) Complete column C for finding product x \* y
(b) Find sum of x column at the end of data
(c) Find sum of y column at the end of data
(d) Find sum of x \* y column at the end of data
(e) Find sum of x^2
(f) Find sum of y^2

Week-10

* Enter the following data and save it in grade .xls
Name       Marks1        Marks2            Marks3       Total              Percentage         Grade
Amit         80                70                     80
Renu        70                60                      90
Rajeev     60                50                      80
Manish     50               30                      90
Sanjeev    40               40                      80
Anita         70               70                     90
Do the following
(a) Compute the total marks and percentage of each student by entering appropriate formula.
(b) Compute the grades based on following criteria
If percentage >= 90 then grade = A
If percentage >= 80 and <90 then grade = B
If percentage >= 70 and <80 then grade = C
If percentage >= 60 and <70 then grade = D
If percentage < 60 then grade = E
* Using grade.xls to perform the following formatting operations
(a) Draw a border around the worksheet
(b) Change the font size of heading to 14 points and underline it and hide column c
(c) Increase the width of column A to 15 characters
(d) Right Align the values in column B, C, F

Week-11

A university maintains a year wise result for four courses and then generates an average report as given below
Sr no.      Year            Course1         Course2         Course3           Course4             Average
1             2002            356                300                300                  400
2             2003            200                400                200                  450
3             2004            256                500                400                  600
4             2005            400                600                500                  550
5             2006            456                450                550                  450
6             Total
(a) Complete the report to calculate the course wise average in row 6
(b) Provide formula to calculate year wise average in column G
(c) Generate a column chart to compare data

Week-12

Design a presentation in MS-PowerPoint with Excel charts and WordArt. Demonstrate how to import and manipulate these objects.

 Create a PowerPoint presentation with animated pictures and sound effects. Include slides with recorded sound effects and animated pictures accessed through objects.