# INFORMATION TECHNOLOGY LAB

**B.B.A II Year ( 3rd Semester )**

**Paper Code: BB307**

**Objective :** The aim of this course is to give a management students practical experience om working in typical office software like

# MS-OFFICE.

**Unit I:**

**MS-EXCEL**

Basic features: Creating, Naming Saving, Editing and Printing of Worksheets. Data Entry - Manual and Automatic Formatting cells and Cell referencing. Creating and using formulas and Functions Use of Copy, Move and Paste Options. Data And Graphical Options: Filling a Series, Sorting data, querying of data. Working with graphs and charts.

**Advanced Options of MS-EXCEL:**

a) Statistical tools – use statistical functions such as average, Standard Deviation, ANOVA, etc.
b) Financial Tools – use of Financial Functions such as NPV, IRR etc.
c) Date Functions d) Building Simple Macros.

**Unit- II:**

**MS-ACCESS**

Creating a database and tables by different methods- Entering and Editing data- Sorting, Filtering and displaying data. Creating & querying using forms. Creating & printing reports and labels. Transfer of data between Excel & Access.

# MS-EXCEL

**1.** Create a worksheet named Patient to include the following

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

Add 5 rows .

**2.** 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

**3.** Create the following **Student** worksheet

| S.No | Name | Marks1 | Marks2 | Marks3 | Marks4 | Marks5 | Total |
|---|---|---|---|---|---|---|---|

a) Using Auto Sum calculate the total marks.
b) Find Maximum and Minimum marks in columns marks1, marks2, marks3, marks4, marks5 and total.

**4.** The following are the marks obtained by the students of B.B.A :

| **Roll No** | **Name** | **BOM** | **IT** | **FA** |
|---|---|---|---|---|
| 684001 | Ravi | 50 | 90 | 80 |
| 684002 | Aryan | 40 | 80 | 60 |
| 684003 | Raju | 38 | 70 | 75 |
| 684004 | Suresh | 80 | 60 | 68 |
| 684005 | Vijay | 84 | 57 | 84 |

Using Conditional Formatting list out students who scored
a) Less than 50 in BOM b) More than 65 in IT c) Between 60 and 80 in FA.

**5.** 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.

**6.** 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 |

**7.** 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

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

**9.** Create a Bar Graph and Exploded Pie Chart with 3-D visual effect using above data.

**10.** 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 |

**11.** A) Prepare a line graph showing the daily arrivals for both AM and PM.
B) Prepare two pie charts showing the relative distribution of arrivals in the morning and the afternoon.

**12.** Create the worksheet that shows marks secured by the students in various subjects and find total using auto sum.

| Roll No | Name | Marks1 | Marks2 | Marks3 | Marks4 |
|---|---|---|---|---|---|
| 2001 | Ramu | 64 | 48 | 56 | 48 |
| 2002 | Srikanth | 78 | 57 | 75 | 57 |
| 2003 | Ramesh | 59 | 88 | 85 | 88 |
| 2004 | Radha | 86 | 84 | 49 | 84 |
| 2005 | Kalyan | 89 | 79 | 59 | 79 |

Find Mean, Median and Mode using above data .

**13.** Using above table find the variance and standard deviation

**14.** Analyze the variance using One Way Analysis of Variance (ANOVA) method on the observation given

| S.No. | Month | Shop A | Shop B | Shop C |
|---|---|---|---|---|
| 1 | January | □ 98,756.00 | ₹ 89,586.00 | ₹ 96,523.00 |
| 2 | February | □ 98,654.00 | ₹ 96,524.00 | ₹ 99,658.00 |
| 3 | March | □ 89,566.00 | ₹ 99,650.00 | ₹ 96,532.50 |
| 4 | April | □ 96,533.00 | ₹ 96,531.50 | ₹ 96,499.80 |

| | | | | |
|---|---|---|---|---|
| 5 | May | □ 99,658.00 | ₹ 96,490.80 | ₹ 98,756.00 |
| 6 | June | □ 96,532.50 | ₹ 96,477.10 | ₹ 98,654.00 |

**15.** Calculate the Present Value (PV) , Net Present Value (NPV) and Internal Rate of Return on the given data

| Year | Cash Flow |
|---|---|
| 0 | -₹ 350.00 |
| 1 | ₹ 100.00 |
| 2 | ₹ 200.00 |
| 3 | ₹ 150.00 |
| 4 | ₹ 75.00 |

Rate of interest (r) = 5%

**16.** 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:

a) Rate of Interest to 3% and 8%;

b) Time period to 5 Years and 3 Years.

**17.**

| 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 Subtotals.

**18.**

| 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.

**19.** Create a simple Macro and run it in M.S. Excel.

**20.** Create an Excel worksheet of student marks report showing current date and time on the top.

## M.S. ACCESS

**21.** Create a database College and table student with following details

| Student No | Name | Department | Year of Admn | Date of Birth | Gender | % Marks |
|---|---|---|---|---|---|---|

i) enter min 10 records

ii) Identify the primary key.

**22.** Create the above table using the design view.

**23.** Create a database Company and table employee with following details

| ENo. | Name | Designation | Department | Basic | Pay | BoB | Appraised (Yes/No) |
|---|---|---|---|---|---|---|---|

i) Enter 5 Records

ii)Display those employees who are appraised.

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

**25.** Select employee table arrange the data in descending order of DOB using Sort.Sdf

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

| **Items** | **Price Per Unit** | **Qty** | **Total Cost** |
|---|---|---|---|
| Laptops | 15,000 | 5 | |
| Scanners | 10500 | 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

**27.** 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.

**28.** 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.

**29.** 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

**30.** 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)

Define Primary and Foreign keys for the above table