

**BASIC COMPUTER SKILLS LABORATORY  
MANUAL  
FOR 1<sup>ST</sup> SEM IS AND CS  
(2011-2012)**

**BY**

**MISS. SAVITHA R  
LECTURER  
GOVT. POLYTECHNIC  
GULBARGA**

FOR ANY FEEDBACK CONTACT TO  
EMAIL: [savitharamu@gmail.com](mailto:savitharamu@gmail.com)

## **EXERCISE 1**

### **PROCEDURE TO CREATE PERSONAL LETTER:**

1. Open **MS Office 2003 – MS Word – File – New.**
2. Go to **Tool-Letters and mailings-Letter Wizard-** Under **Letter Format** tab tick **Date Line-** Select the **Date Format-** a **Page Design** and **Letter Style.**
3. Click on **Recipient Info** Tab-Enter the **Recipient's name** (and Address if necessary) - Select **Informal** Option.
4. Click **Sender Info** Tab- Enter the **Sender's Name** (and address if necessary) - click **ok.**
5. Now you will get Date, Recipient name and Sender's name along with a selected text **“Type your text here”-** Start writing your message in this area.
6. If you want to align Date to the right of the page then select the date and click **Align right** button in the **standard tool bar.**

**OUTPUT**

**PERSONAL LETTER**

October 5, 2010

Dear Smith

By the grace of almighty, I am fine here. I hope you are also fine there.  
My semester exam starts from 11<sup>th</sup> November that is this month end. I am very much confident that I will get good marks in this exam and I am working very hard for that.

Then how is your study going on? I know you are very well in studies.  
When is your exam? After your exam please come home. I will be waiting to meet you. I have many doubts regarding mathematics which I wanted to clarify from you.

Please do write a letter

Your loving brother  
John

## EXERCISE 2

### **PROCEDURE TO CREATE COMPANY LETTER HEAD:**

1. Open **MS Office-MS Word – File – New**.
2. Go to **View- Header and Footer**- Type the complete address of a company.
3. Select the Text and click **align right** on the standard tool bar.
4. In order to insert the company logo (create a logo using paint software and save it or use the existing one) inside the header go to **Insert- Picture-From File**-and browse for the required Picture/file/logo where you have saved – click **Insert**.
6. After inserting the logo/image resize the logo to fit the top left corner of the page by right clicking on the logo, go to **Format Picture** – select **Layout** tab – select the **Wrapping Style** to **Infront of text**- click **ok**.
- 7.To insert a Line go to **Insert- picture- Auto shapes**- Select the line and draw below the Logo and the address inside the header.
8. Format the line by Right clicking and selecting **Format Auto shape**- select the **Color and Line** tab- chose your style- click **ok**.
9. Then go to the footer- Insert and format a line as did for header.
10. Type the text inside the footer and below the line.
11. Go to **Format-Background-Printed Watermark-Picture Mark**-Click **Select Picture**- Browse for the required background- click **Washout- Apply- Ok**

**OUTPUT**



160 Grange Road  
Glen Huntley  
Victoria 3163  
Ph: +610430001340  
Fax: 0417648956  
[www.eduf@kid-learning.com](http://www.eduf@kid-learning.com)  
Email: [Pratikid-Learning.com](mailto:Pratikid-Learning.com)

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### EXERCISE 3

#### **PROCEDURE TO CREATE SIMPLE NEWS LETTER:**

1. Open **MS Office-MS Word** – **File** – **New** - Type the heading

2. When ever you want to change the number of columns then go to

**Insert** – **Break** - Select the section break type as **continuous** - Click **OK**

3. Go to **Format** – **Column** - select the number of columns u want and click **ok**.

4. Type news and when ever you need curser in the next column then go to

**Insert** - **Break**- now select **Column Break** – click **Ok**.

5. If you want picture to be inserted then go to **Insert- Picture-From file-**  
and

browse for the required picture/file-then click **Insert**

6. Format the text by changing the font size and color by selecting the required text and chose font size, style and color in the formatting tool bar below the menu.

7. Formatting text can also be done by selecting the text and applying the Wordart. For that go to **Insert- Picture-Wordart-** then chose the style u Want and click **Ok**. To change the color of the wordart text, right click on the text and go to **Format Wordart**.

OUTPUT**October Second, Celebration of Gandhi Jayanti**

Gandhi Jayanti is a National Holiday celebrated in India to mark the occasion of the birthday of Mahatma Gandhi, the "Father of the Nation". He was born on October 2, 1869. Hence Gandhi Jayanti is celebrated every year on the 2nd of October. It is one of the three official declared National Holidays of India and is observed in all Indian states and union territories. The United Nations General

Assembly announced on 15 June 2007 that it adopted a resolution which declared that the 2nd of October will be celebrated as the International Day of Non-Violence.[1]

On this day, in India, liquor is neither sold nor consumed in his honour.

Some of the famous quotes by Mahatma Gandhi have been listed below :



Live as if you were to die tomorrow. Learn as if you were to live forever.

Fear is not a disease of the body; fear kills the soul.

**Computers have Become the part of Life**

Computers have come a long way spanning all work areas and influencing every one to become computer literate irrespective of the profession they are in. A thorough knowledge of computer has become a prerequisite for any job. Computers are now being used in each and every field of science, engineering

and technology. On an average almost every day an organization or a company is being computerized!

Computers are being used in banks, transport corporations, Finance Institutions, Schools, Colleges, Factories, Grocery shops, Post offices and at many other organization.

**New DTE website**

Director of technical Education, Bangalore has launched a new website for its users.

Users are requested to go through the following website for more information.  
<http://dte.karnac.in>.

## **EXERCISE 4**

### **PROCEDURES TO CREATE A MEMO:**

1. Open **MS Office-MS Word – File – New**
2. Go to **View- Header and Footer**- Insert the Institution name/code in the Header.
3. Go to **Insert- Page Number**-select the position **bottom of the page** and Alignment to **Center** – Click **Ok**.
4. Type the content. Go to **File- Page Setup- Margin** tab- adjust left, right, top, bottom margins – click **ok**.
5. Use Standard tool bar to align the text to the left, right and center of the page.
6. Place the cursor where you want to insert the date then go to **Insert- Date and Time**- Chose in the **Available Formats**- Click **Ok**.



**OUTPUT**

CPCP

**GOVERNMENT OF KARNATAKA  
DEPARTMENT OF TECHNICAL EDUCATION**

No: cpcp/est/2010-2011/156

office of the principal Gr II  
Govt Polytechnic,  
Gulbarga ,Dated: 5-Oct-10

**MEMO**

All the staff members and students of the polytechnic are hereby informed to participate and celebrate the "**INDEPENDENCE DAY**" at 8:00 am on 15<sup>th</sup> Aug 2010 without fail.

Sd

PRINCIPAL GR II

To  
All the staff Members.  
All the Students

## **EXERCISE 5**

### **PROCEDURES TO CREATE A RESUME:**

1. Open **MS Office-MS Word – File – New**
2. Go to **View- Header and Footer**- Type name, mobile number inside the Header
3. Go to **Insert- Page Number**-select the position **bottom of the page** and Alignment to **Center** – Click **Ok**.
4. Go to **Table-Insert-Table**- chose **Number of Columns 2** and **Rows** to 1. Enter the name, format it (bold and increase the font size via standard tool Bar). And in the second column type the whole address.
5. When ever you want to increase the number of column in the existing row, Select that row and go to **Table**-click **Split Cells**- enter number of columns- click **Ok**.
6. In order to decrease the existing column numbers, select that columns and Go to **Tables**- click **Merge cells**.
7. Finally type the declaration out side the table with your name aligning right side and date to the left side.

**OUTPUT**

Mr. John Smith (M) +0898889324 (Email) John\_smith@yahoo.com

<b>Mr. JOHN SMITH</b>	<b>Address: # 25678, Newman Complex Bright Stall road New York- 009394239 Mobile: +0898889324 Email: <a href="mailto:John_smith@yahoo.com">John_smith@yahoo.com</a></b>
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**Career Objective**

Seeking a challenging work in your company and look forward to contribute to the company's growth and success and thereby make a good start to my career.

**Personal Attributes**

A desire to learn, able to be creative, pursues adaptability updates with contemporary trends, hard working, dedicated.

**Educational Qualifications**

SL No	Class	Institution/University		% of Marks	Year
1	BE in CS	Oxford University	London	89	2010
2	Diploma in CS	Goodrich Institution	New York	91	2007
3	SSLC	Newman Institution	New York	97	2004

Mr. John Smith (M) +0898889524 (Email) John\_smith@yahoo.com

<b>Personal Details :</b>	
<i>Name</i>	Mr. John Smith
<i>Date of Birth</i>	02- oct-1990
<i>Hobbies</i>	Reading books and Listening to Music
<i>Permanent Address</i>	Address: # 25678, New man Complex Bright Stall road New York k- 009384230
<i>Email</i>	<a href="mailto:John_smith@yahoo.com">John_smith@yahoo.com</a>
<i>Contact Numbers</i>	Mobile: +0898889524
<i>Languages Known</i>	English, French

**DECLARATION**

I hereby declare that all the declarations made above are true to the best of my knowledge.

Place: New York

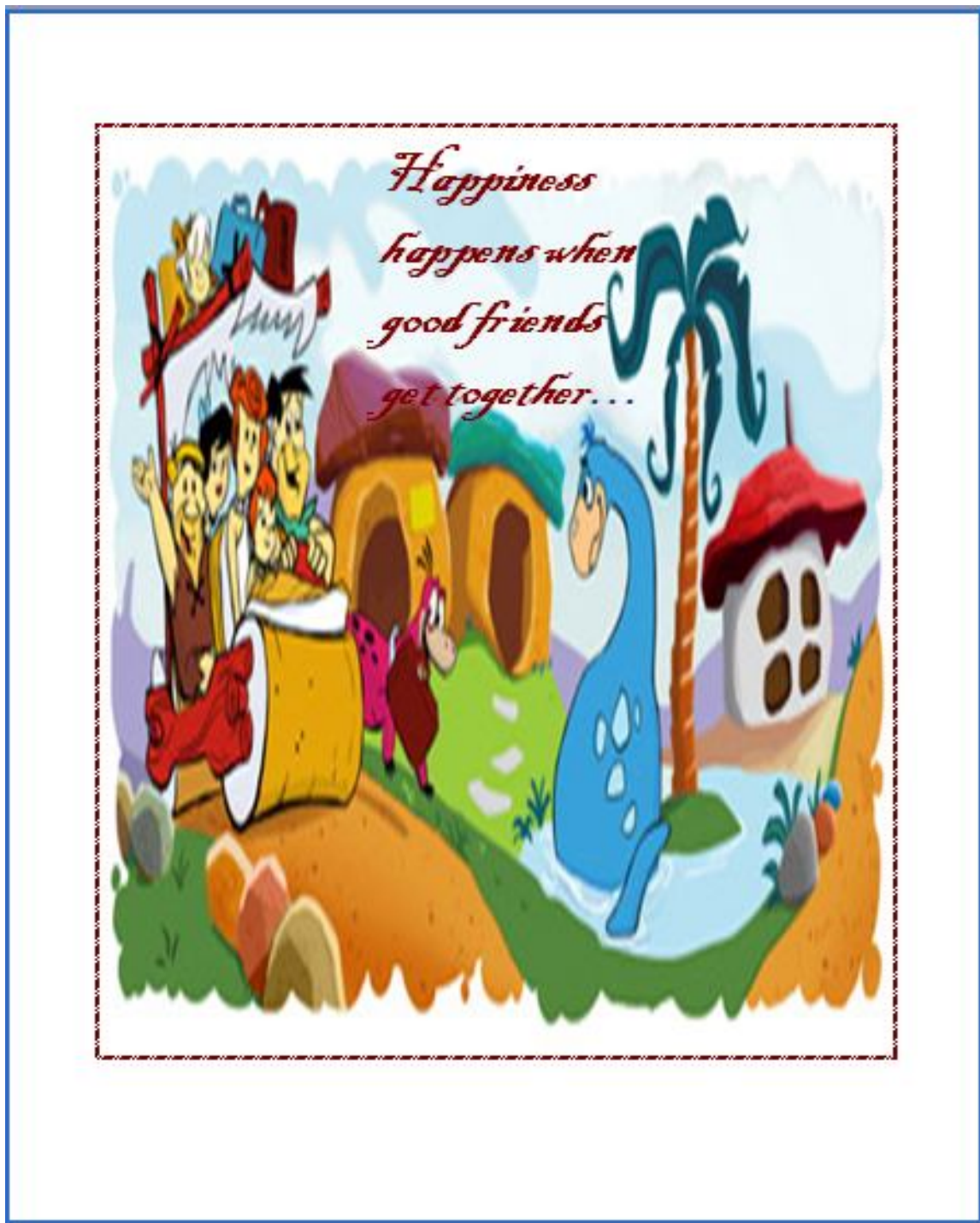
Mr. John Smith

## EXERCISE 6

### **PROCEDURE TO CREATE GREETING CARD:**

1. Open **MS Office-MS Word – File – New**
2. Keep the cursor where you want to insert a picture and then go to **Insert-Picture-From file**-and browse for the required picture/file-then click **insert**.
3. In order to insert text on the picture go to **Insert-Text box**-and draw it on the page. Enter the required text and Format the text by selecting the required text and choosing font size, style and Color in the formatting tool bar below the menu.
4. Select the text box and drag it on to the picture. Place it where ever you want.
5. Select the text box on the picture and go to **Format Text box** –select the **Color and lines** Tab- Make **Fill Color** to Nil and **Transparency** to **100%**.
6. Make **Line Color** to **No Line** –click **Ok**.
7. Go to the **Format- Border and Shading**- Select the **Border** tab and the style and color of your choice-click **OK**.

OUTPUT



## EXERCISE 7

### **PROCEDURES TO CREATE A COVER PAGE OF A PROJECT REPORT:**

1. Open **MS Office-MS Word – File – New**
2. Type university name, project title, guide name etc line by line. Select the text and click align center on the standard tool bar. Keep the cursor where you want to insert the institution logo and then go to **Insert-Picture-From File**-and browse for the required picture/file - then click **insert**.
3. Format the title of your project by selecting and applying the Wordart. For that go to **Insert- Picture-Wordart**- then chose the style you Want and click **Ok**. To change the color of the wordart text, right click on the text and go to **Format Wordart**- chose the color- click **ok**
7. In order to insert the border for your project cover page Go to the **Format- Border and Shading**- Select the **Border** tab and the style and color of your choice-click **OK**.

**OUTPUT**


**BASIC COMPUTER SKILL LAB**

**MINI PROJECT REPORT**

Submitted in partial fulfillment of the requirement for the award of

FIRST SEMESTER DIPLOMA IN INFORMATION SCIENCE AND ENGINEERING

By the board of Technical Education, Bangalore



**Submitted By**  
**XYZ**

**Guided By**  
**SAVITHA R**  
Lecturer, Information Science Dept.

**DEPARTMENT OF INFORMATION SCIENCE AND ENGINEERING**  
**GOVT. POLYTECHNIC, GULBARGA**



## **EXERCISE 8**

### **PROCEDURES TO CREATE A MAIL MERGE LETTER:**

1. Open **MS Office-MS Word – File – New**
2. Type your letter which you want to send to the multiple addresses.
3. Go to **Tool-Letters and Mailings-Mail Merge-** click **next: Starting Document-** **Next: Select Recipients-** Click **Type a new list-** Click **Create –**  
Enter the address- to enter one more click **New Entry.**
4. If you want to change the field names then click **Customize-** Select the **Field- Rename-** Click **ok.**
5. Then in Mail Merge tool bar click **Insert Merge fields** where ever needed.
6. Then finally in the mail Merge tool bar click **Merge to New Document-**  
**All- Ok-** Save the file.

**OUTPUT**

TO

«Name»

«Address\_Line\_1»

«Address\_Line\_2»

«City»

«State»

Sir/Madam,

**Subject:** Interview letter for the post of «Job\_Title»

You are hereby informed to attend the interview for the post of «Job\_Title» on 29<sup>th</sup> sept, 2010. Bring all the documents and original marks cards without fail.

Date: 5-Sept-10

Mysore

Your faithfully  
MANAGER

TO  
Ramachandra  
2nd cross,3rd main  
Kuvempu nagar  
Mysore  
Karnataka

Sir/Madam,  
**Subject:** Interview letter for the post of Clerk

You are hereby informed to attend the interview for the post of Clerk on 29<sup>th</sup> sept, 2010. Bring all the documents and original marks cards without fail.

Date: 5-Sept-10  
Mysore

Your faithfully  
MANAGER

---

TO  
Sagam  
7th cross, 5th main  
rajaji nagar  
bangalore  
karnataka

Sir/Madam,  
**Subject:** Interview letter for the post of Engineer

You are hereby informed to attend the interview for the post of Engineer on 29<sup>th</sup> sept, 2010. Bring all the documents and original marks cards without fail.

Date: 5-Sept-10  
Mysore

Your faithfully  
MANAGER

TO  
Devraj  
1st cross, 4th main  
HSR layout  
bangalore  
karnataka

Sir/Madam,

**Subject:** Interview letter for the post of Cook

You are hereby informed to attend the interview for the post of Cook on 29<sup>th</sup> sept, 2010. Bring all the documents and original marks cards without fail.

Date: 5-Sept-10  
Mysore

Your faithfully  
MANAGER

---

TO  
Roopesh kumar  
3rd cross, 3rd main  
N R Moholla  
Mysore  
Karnataka

Sir/Madam,

**Subject:** Interview letter for the post of Assistant Manager

You are hereby informed to attend the interview for the post of Assistant Manager on 29<sup>th</sup> sept, 2010. Bring all the documents and original marks cards without fail.

Date: 5-Sept-10  
Mysore

Your faithfully  
MANAGER

## EXERCISE 9

### **PROCEDURES TO CREATE A MACRO FOR INSERTING A PICTURE AND FORMATTING THE TEXT:**

1. Open **MS Office-MS Word – File – New**
2. Go to **Tool-Macro-Record new Macro-** Give the macro name
3. Go to **Insert- Picture- From File-** browse for the required picture- click **Insert.**
4. Type some text – Select it by holding **shift Key** and **right/left arrow** Keys- change the font size, color and style by the **standard tool bar.**
5. Go to **Tool- Macro-** click **Stop recording.**
6. Open a new File go to- **Tool-Macro-** Select the **macro name** which u have Created- click **Run.**

**OUTPUT**



**A beautiful sunset**

## EXERCISE 10

### **PROCEDURES TO CREATE A SIMPLE PRESENTATION TO LIST SIMPLE DOS COMMANDS, HARDWARE, SOFTWARE:**

1. Open **MS Office-MS Power Point – File – New - Blank Presentation**
2. Click the **Other Task Panes** drop down menu- tick **Slide Layout**- Select the Layout you want.
3. Click the **Other Task Panes** drop down menu- tick **Slide Design** – Select the Design of your choice.
4. Click on the slide to type the text- **align** the text using **standard tool bar**.
5. In order to insert new slide –go to **Insert** - New **Slide**-Type your text.
6. Each slide may have the different slide layouts depending on the content.
7. After creating all the slides- By holding **Ctrl** key select all the slides- go to **Slide show - Slide transition**- the transition- select **speed** to **minimum** – tick **Automatically after** and enter the **time** of interval for each slide to appear in slide show- Click **Apply to all the slide**.
8. You can also use **Custom animation** to apply animation to the Text/Content, for that select the object- go to **Slide Show- Custom animation**- click **add effect**- choose the style.
9. Finally go to **Slide Show- view Show**

## OUTPUT

### Simple Dos Command

Created By  
XYZ



### Dos Commands

- Dir→ Displays the directories and files
- Md→ Make directory
- Cd→ change directory path
- Del→ Delete a file
- Copy→ copies the file to the destination
- Fc→ compares the two files
- Echo→ display message



## Computer Hardware

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### Hardware

- Keyboard
- Mouse
- Monitor
- Hard disk
- Processor
- Memory chip

## Computer Software

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### Software

- Operating System
  - Device drivers
  - Compiler
  - Linker
  - Loader
  - Interpreter
  - Assembler
-



Thank you



## **EXERCISE 11**

### **PROCEDURES TO CREATE A WORKSHEET WITH 4 COLUMNS, ENTER 10 RECORDS AND FIND THE SUM OF ALL COLUMNS:**

1. Open **MS Office-MS Excel – File – New**
2. Select 3 column and 3 rows at the center of the beginning- **right click- Format cells** - click select the **alignment tab**- tick **Merge cells** option- **ok**-  
Type the Heading.
3. Enter the 4 column Heading and 10 row heading by clicking the cursor on to the particular cell.
4. Enter the data for the 4 columns.
5. Select the first column whole data, except the heading and click  $\Sigma$  (**auto sum**) in the **standard tool bar**- this will add the column's data and places the result at the end.
6. Repeat the same for remaining 3 columns.

**OUTPUT**

The screenshot shows a Microsoft Excel window titled "Microsoft Excel - Exercise 11". The spreadsheet displays monthly savings data for four years (2001-2004). The data is organized as follows:

	A	B	C	D	E	F	G	H	I
1									
2									
3				<b>SAVINGS PER YEAR</b>					
4									
5									
6				<b>2001</b>	<b>2002</b>	<b>2003</b>	<b>2004</b>		
7			jan	200	4000	8000	345		
8			feb	300	300	346	123		
9			mar	250	790	787	345		
10			apr	400	380	790	346		
11			may	4500	245	806	230		
12			june	600	466	560	350		
13			july	150	546	350	567		
14			aug	390	677	240	579		
15			sept	350	435	245	780		
16			oct	560	233	100	800		
17			<b>TOTAL</b>	<b>7700</b>	<b>8072</b>	<b>12224</b>	<b>4465</b>		
18									

**EXERCISE 12****PROCEDURES TO CREATE A REPORT CONTAINING THE PAY DETAILS OF THE EMPLOYEE:**

1. Open **MS Office-MS Excel – File – New**
2. Select few column and few rows at the center of the beginning- **right**  
**Click- Format cells** - click select the **alignment tab**- tick **Merge cells** option- **ok**-Type the Heading.
3. Enter the column Headings. Enter the data of following columns manually  
Sl No, Name, Employee Id, Basic, CCA (100 for all the employee) and LIC.
4. Enter the following formula to calculate the respective values.

DA (60% of BASIC)                      =D5\*0.6

HRA (7.5% of BASIC)                      =D5\*0.075

Gross    =SUM (D5:G5) or D5+E5+F5+G5

GPF (7% of BASIC)                      =D5\*0.07

KGID (8% of BASIC)                      =D5\*0.08

Tot Deduction                              =SUM (I5:K5) or I5+J5+K5

Net Salary                                      =H5-L5

5. After Writing each formula select the cell and drag to the entire column to apply.

**OUTPUT**

Microsoft Excel - Exercise 12

File Edit View Insert Format Tools Data Window Help

Type a question for help

Arial 10 B I U

J31

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	<b>Employee Salary Details</b>												
2													
3													
4	<b>Sl.No</b>	<b>NAME</b>	<b>Employee ID</b>	<b>Basic</b>	<b>DA</b>	<b>HRA</b>	<b>CCA</b>	<b>GRASS</b>	<b>GPF</b>	<b>KGID</b>	<b>LIC</b>	<b>Tot Duction</b>	<b>Net Salary</b>
5	1	Smith	101	8000	4800	600	100	13500	560	640	1000	2200	11300
6	2	john	102	900	540	67.5	100	1607.5	63	72	800	935	672.5
7	3	Shek	103	12000	7200	900	100	20200	840	960	550	2350	17850
8	4	Raj	104	9800	5880	735	100	16515	686	784	560	2030	14485
9	5	Anand	105	15000	9000	1125	100	25225	1050	1200	500	2750	22475
10	6	Suresh	106	20000	12000	1500	100	33600	1400	1600	450	3450	30150
11	7	Sharan	107	10000	6000	750	100	16850	700	800	250	1750	15100
12	8	Jimmi	108	12000	7200	900	100	20200	840	960	300	2100	18100
13	9	amit	109	15000	9000	1125	100	25225	1050	1200	260	2510	22715
14	10	daniel	110	22000	13200	1650	100	36950	1540	1760	200	3500	33450
15													

**EXERCISE 13****PROCEDURES TO CREATE A STUDENT RESULT SHEET:**

1. Open **MS Office-MS Excel – File – New**
2. Select few column and few rows at the center of the beginning- **right**  
**Click- Format cells** - click select the **alignment tab**- tick **Merge cells** option- **ok**-Type the Heading.
3. Enter the column Headings. Enter the data of following columns manually  
Sl No, Regno, Name, Science, Maths, English and BCS.
4. Enter the following formula to calculate the respective values.

Total        =SUM (D5:G5)

Percentage =H5/4

Result        =IF(AND(D5>=35,E5>=35,F5>=35,G5>=35),"PASS", "FAIL")

Class         =IF (J5="PASS", IF (I5>=75,"DISTINCTION",  
                  IF (I5>=60,"FIRST CLASS",  
                  IF (I5>=50,"SECOND CLASS",  
                  IF (I5>=35,"PASS")))), "FAIL")

5. After Writing each formula select the cell and drag to the entire column to apply.



**OUTPUT**

Microsoft Excel - Exercise 13

File Edit View Insert Format Tools Data Window Help

Arial 10 B I U

L16 fx

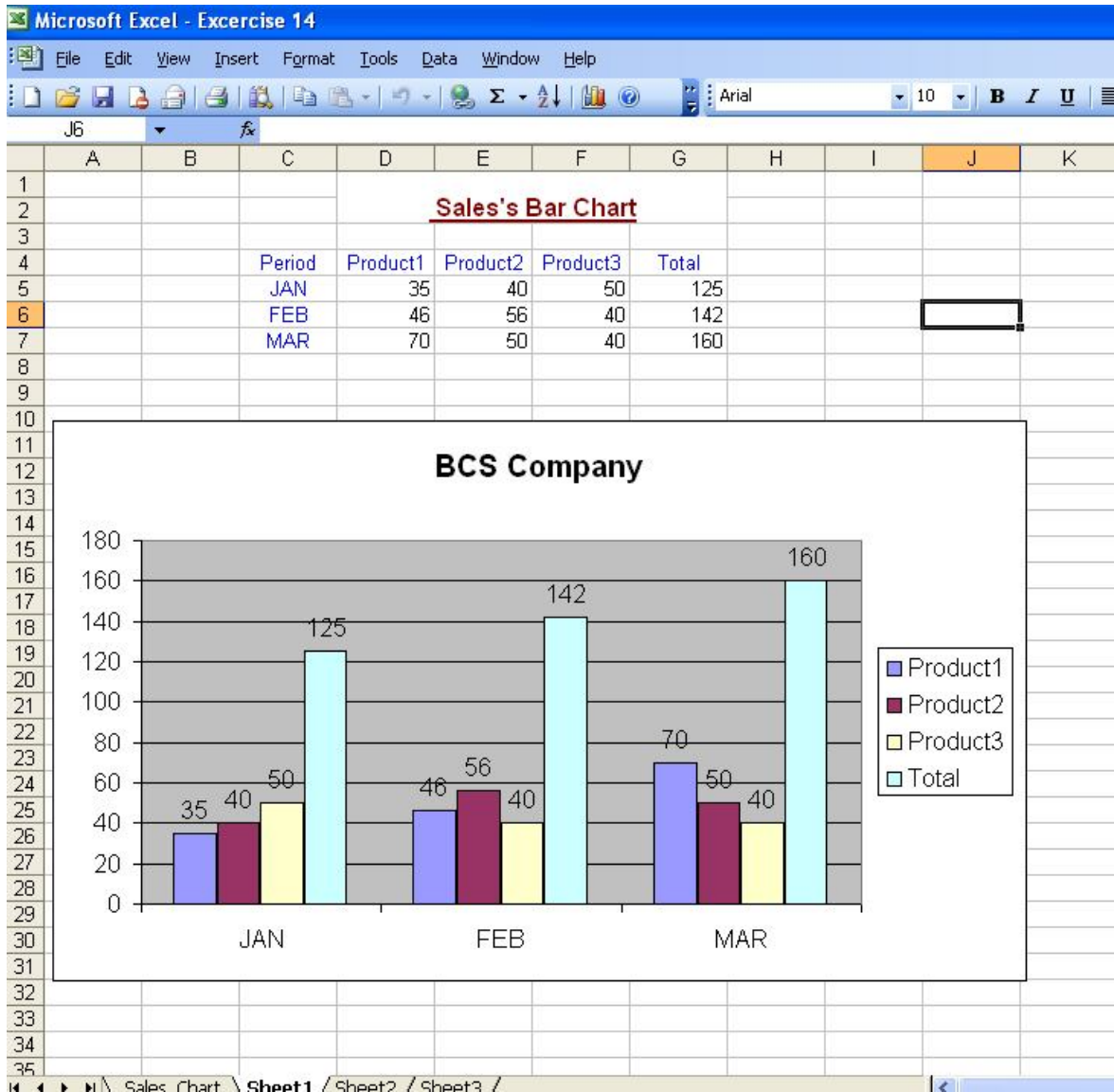
	A	B	C	D	E	F	G	H	I	J	K
1	<b>First Semester Student Results</b>										
2											
3											
4	<b>SL NO</b>	<b>Regno</b>	<b>Name</b>	<b>Science</b>	<b>Maths</b>	<b>English</b>	<b>BCS</b>	<b>Total</b>	<b>Percentage</b>	<b>Result</b>	<b>Class</b>
5	1	1260	MANU	60	88	72	90	310	77.5	PASS	<b>DISTINCTION</b>
6	2	1261	SONU	80	99	46	45	270	67.5	PASS	<b>FIRST CLASS</b>
7	3	1262	ANU	50	85	43	79	257	64.25	PASS	<b>FIRST CLASS</b>
8	4	1263	TANU	60	46	45	78	229	57.25	PASS	<b>SECOND CLASS</b>
9	5	1264	SMITH	56	79	25	82	242	60.5	FAIL	<b>FAIL</b>
10	6	1265	JOHN	44	46	56	80	226	56.5	PASS	<b>SECOND CLASS</b>
11	7	1266	RITA	55	53	43	89	240	60	PASS	<b>FIRST CLASS</b>
12	8	1267	BANU	65	44	44	43	196	49	PASS	<b>PASS</b>
13	9	1268	DEERU	59	59	75	76	269	67.25	PASS	<b>FIRST CLASS</b>
14	10	1269	RAM	49	54	30	42	175	43.75	FAIL	<b>FAIL</b>
15											

## EXERCISE 14

### **PROCEDURES TO CREATE A SIMPLE BAR CHART TO HIGHLIGHT THE SALES OF A COMPANY FOR 3 DIFFERENT PERIODS:**

1. Open **MS Office -- MS Excel – File – New**
2. Select few column and few rows at the center of the beginning- **right**  
**Click- Format cells** - click select the **alignment tab**- tick **Merge cells** option- **ok**-Type the Heading.
3. Enter the column Heading and row heading. Enter the data in each Column.
4. Select the complete row and column data including the header.
5. Go to **Insert- Chart-Bars**-Select the Chart Type - Custom **type**- Select the type- **Next**- Select **Column - next** – under **Title** give the Heading at **Chart title** – under **Axes** chose the **Primary axis** – under **Legends** chose the **Placement** – under **Data labels** chose **value- next**- select the **place chart-Finish**.

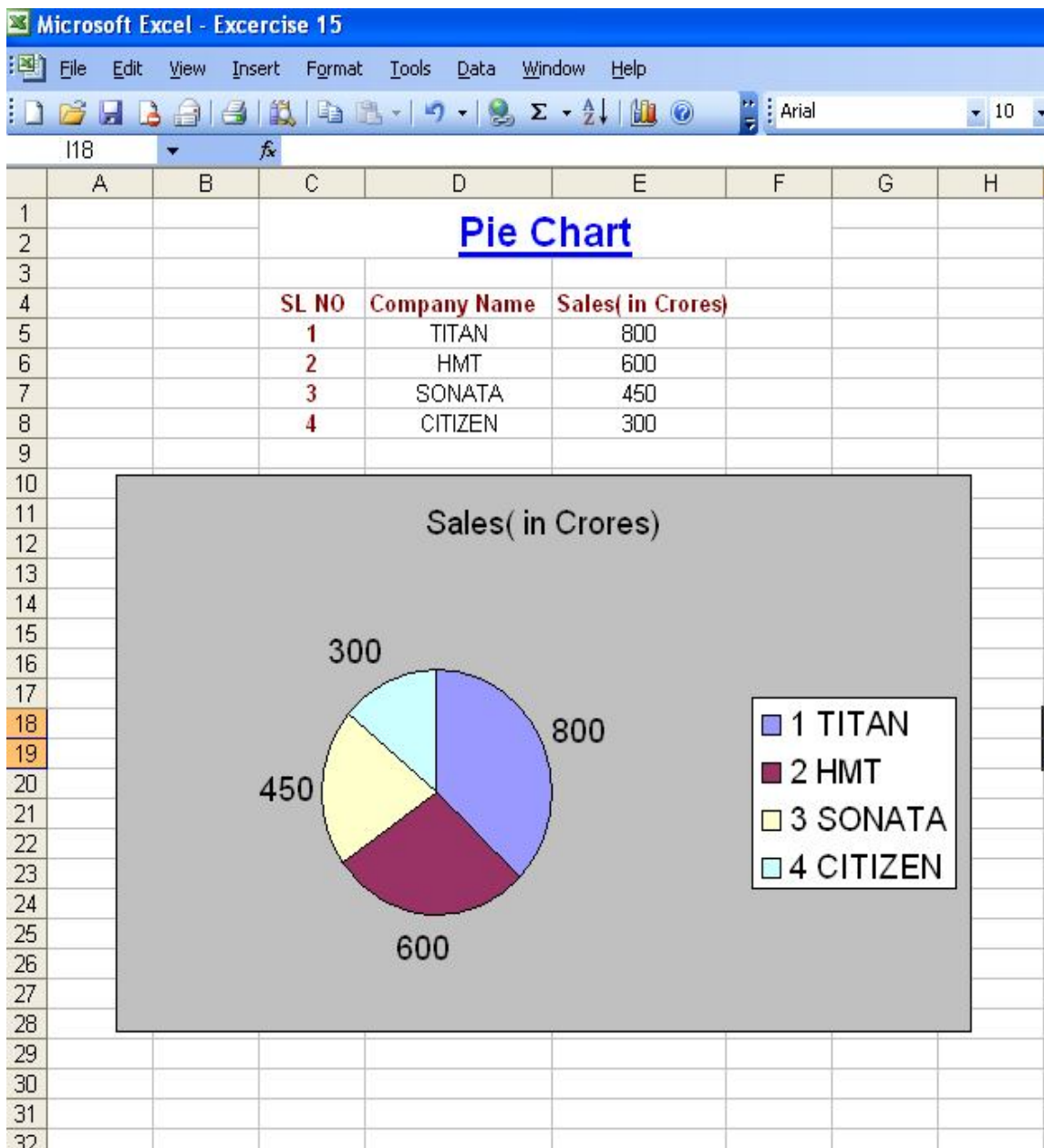
**OUTPUT**



## EXERCISE 15

### **PROCEDURES TO CREATE A PIE CHART FOR A SAMPLE DATA AND GIVE LEGENDS:**

1. Open **MS Office -- MS Excel – File – New**
2. Select few column and few rows at the center of the beginning- **right Click- Format cells** - click select the **alignment tab-** tick **Merge cells** option- **ok-**Type the Heading.
3. Enter the column Heading and row heading. Enter the data in each Column.
4. Select the complete row and column data including the header.
5. Go to **Insert- Chart- Pie** -Select the Chart Type - **Next-** Select **Column – next** – under **Title** give the Heading at **Chart title** – under **Legends** choose the **Placement** – under **Data labels** chose **value- next-** select the **place chart -- Finish.**

**OUTPUT**

**EXERCISE 16****PROCEDURES TO CREATE A WORKSHEET IMPORTING DATA FROM DATABASE AND CALCULATE SUM OF ALL THE COLUMNS:**

1. In order to create a database, go to **MS Office -- MS Access – New – Blank Database**—give the name for example **Student\_database**- click **Create**.
2. Under **Tables** object double click on “**Create table in design view**” - enter the **field names** and **data types**- choose the first field – right click- select **primary key**- save the table by specifying the suitable name example **Student\_Table**
3. Now double click on the **Student\_Table** to enter the Student data.
4. Save it and close.
5. Open **MS office- MS Excel - New – Go to Data** menu- **Import External Data - Import Data**- Browse for existing access database (example Student\_database).
6. Now you will see the access database file content on your excel file.
7. Create another column as Total. Calculate the sum of each row using  $\Sigma$ (auto sum) of standard tool bar.

**OUTPUT**

The screenshot shows a Microsoft Excel window titled "Microsoft Excel - Exercise 16". The menu bar includes File, Edit, View, Insert, Format, Tools, Data, Window, and Help. The toolbar contains various icons for file operations and calculations. The active cell is F15. The spreadsheet data is as follows:

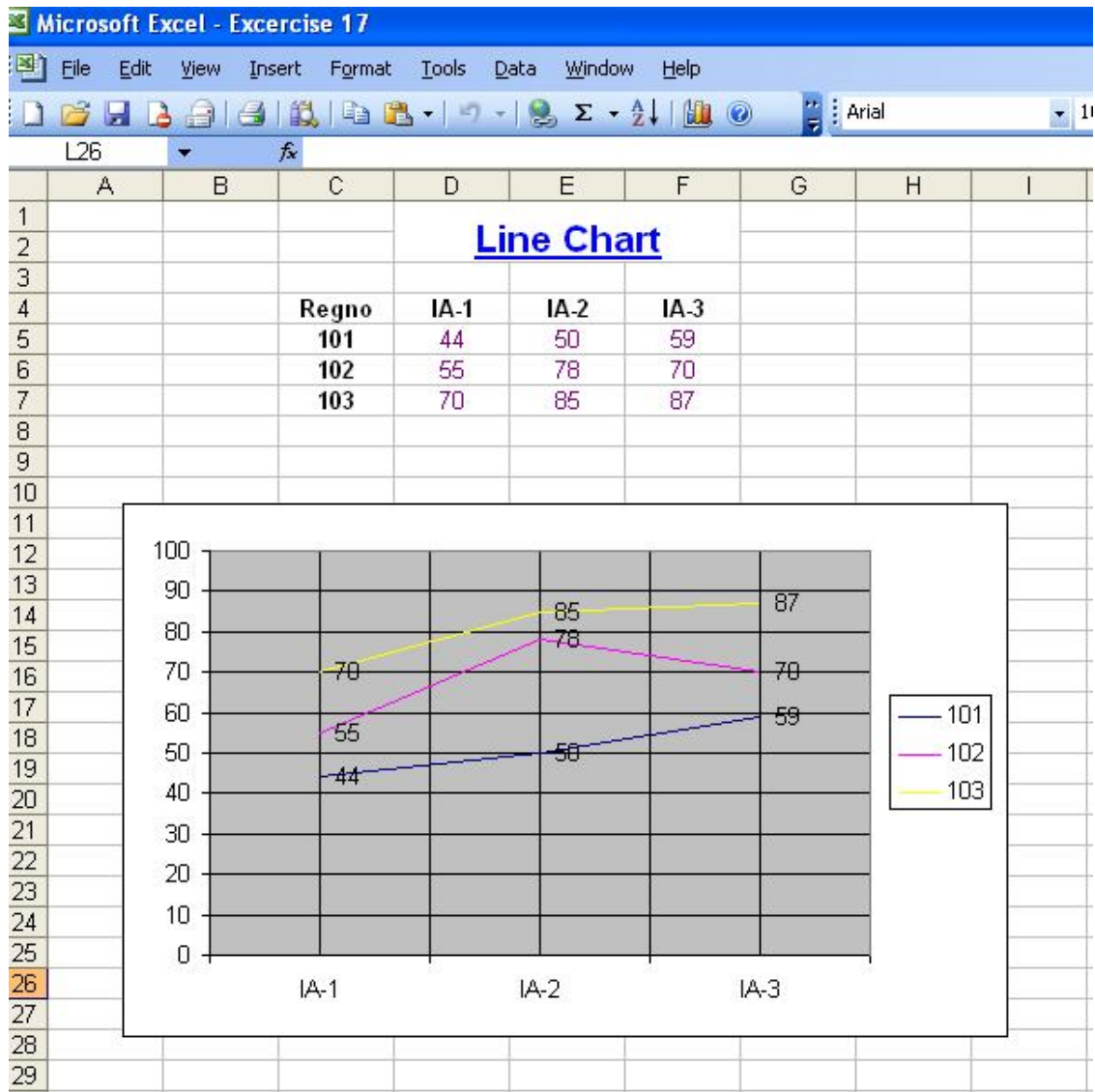
	A	B	C	D	E	F	G	H
1	<b>Regno</b>	<b>Name</b>	<b>Sub1</b>	<b>Sub2</b>	<b>Sub3</b>	<b>Sub4</b>	<b>Total</b>	
2	101	Ravi	56	59	63	78	256	
3	102	Ramu	59	63	82	89	293	
4	103	Chirag	66	69	70	77	282	
5	104	Chintu	89	85	56	89	319	
6	105	Suri	66	56	98	99	319	
7	106	Prabhu	35	35	35	35	140	
8	107	Asraya	88	58	96	94	336	
9	108	Anu	58	53	56	76	243	
10	109	Asha	63	66	69	61	259	
11	200	Barti	77	78	75	72	302	
12								

## EXERCISE 17

### **PROCEDURES TO CREATE A MACRO WHICH CREATES A LINE CHART USING THE DATA IN THE WORKSHEET:**

1. Open **MS Office -- MS Excel – File – New**
2. Select few column and few rows at the center of the beginning- **right Click- Format cells** - click select the **alignment tab-** tick **Merge cells** option- **ok-**Type the Heading.
3. Enter the column Heading and row heading. Enter the data in each Column.
4. Select the data with column heading (excluding the first column)
5. Go to **Tool-Macro-Record new Macro-** Give the macro name
6. Go to **Insert- Chart-** Under standard types select **Line - Next-** Under **Data Range** tab Select the **Rows –Under Series Tab** Select each series and give the name (example: Series1 as 101, Series2 as 102 and Series3 as 103)- **Next – under Title** give the Heading at **Chart title – under Legends** choose the **Placement – under Data labels** chose **value- next-** select the **place Chart -- Finish.**
7. Go to **Tool- Macro-** click **Stop recording.**
8. Open a new File go to- **Tool-Macro-** Select the **macro name** which u have Created- click **Run.**



**OUTPUT**

## **EXERCISE 18**

### **PROCEDURES TO CREATE SIMPLE TABLE FOR RESULT PROCESSING:**

1. In order to create a database, go to **MS Office -- MS Access – New – Blank Database**—give the name for example **Student\_database**- click **Create**.
2. Under **Tables** object double click on “**Create table in design view**” - enter the **field names** and **data types**- choose the **Regno** field – right click- select **primary key**- save the table by specifying the suitable name example **Student\_Table**
3. Now double click on the **Student\_Table** to enter the Student data.
4. Save it.

**OUTPUT****Design View :**

The screenshot shows the Design View of a table named 'Student\_Table'. The table has the following fields:

Field Name	Data Type	Description
SL NO	Number	
Regno	Number	
Name	Text	
Science	Number	
Maths	Number	
English	Number	
BCS	Number	
Total	Number	
Percentage	Number	

**Table View :**

The screenshot shows the Table View of the 'Student\_Table'. The table contains 10 records. The data is as follows:

SL NO	Regno	Name	Science	Maths	English	BCS	Total	Percentage
1	1260	MANU	60	88	72	90	310	77.5
2	1261	SONU	80	99	46	45	270	67.5
3	1262	ANU	50	85	43	79	257	64.25
4	1263	TANU	60	46	45	78	229	57.25
5	1264	SMITH	56	79	25	82	242	60.5
6	1265	JOHN	44	46	56	80	226	56.5
7	1266	RITA	55	53	43	89	240	60
8	1267	BANU	65	44	44	43	196	49
9	1268	DEERU	59	59	75	76	269	67.25
10	1269	RAM	49	54	30	42	175	43.75

Record: 1 of 10

**EXERCISE 19****PROCEDURES TO CREATE QUERY TABLE FOR THE RESULT PROCESSING TABLE:**

1. In order to create a database, go to **MS Office -- MS Access – New – Blank Database**—give the name for example **Student\_database**- click **Create**.
2. Under **Tables** object - double click on “**Create table in design view**” - enter the **field names** and **data types**- choose the **Regno** field – right click- select **primary key**- save the table by specifying the suitable name example **Student\_Table**
3. Now double click on the **Student\_Table** to enter the Student data- **Save**.
4. Click on **Queries** Object- double click on “**Create Query in design View**” Select the table click **Add-Close**-right click the empty area after the Table – click **SQL View** and modify the query as your requirement. For Example to create a query table which consist of only the distinction student Records extracting from the original Student\_Table write query as follows.  
**Select \* from Student\_table where Percentage>=75;**  
 To extract first class student record write  
**Select \* from Student\_table where Percentage<75 and Percentage>=60**  
 Where **select, from, where** are the **keywords**. **Student\_table** is the **table Name**. \* refers to extract all the fields.  
 If you want only a single field For Example only Regno use

**Select Regno from Student\_table where Percentage>=75;**

If you want more than one field then separate it with commas like as follows

**Select Regno, Name from Student\_table where Percentage>=75;**

### OUTPUT

#### Original Table: Studen\_Table

SL NO	Regno	Name	Science	Maths	English	BCS	Total	Percentage
1	1260	MANU	60	88	72	90	310	77.5
2	1261	SONU	80	99	46	45	270	67.5
3	1262	ANU	50	85	43	79	257	64.25
4	1263	TANU	60	46	45	78	229	57.25
5	1264	SMITH	56	79	25	82	242	60.5
6	1265	JOHN	44	46	56	80	226	56.5
7	1266	RITA	55	53	43	89	240	60
8	1267	BANU	65	44	44	43	196	49
9	1268	DEERU	59	59	75	76	269	67.25
10	1269	RAM	49	54	30	42	175	43.75

#### Query Table 1: Distinction

SL NO	Regno	Name	Science	Maths	English	BCS	Total	Percentage
1	1260	MANU	60	88	72	90	310	77.5

## Query Table 2: First

Student\_Database : Database (Access 2000 file format)

Objects: Tables, Queries, Forms

Queries: Create query in Design view, Create query by using wizard, Distinction, First

First : Select Query

SL NO	Regno	Name	Science	Maths	English	BCS	Total	Percentage
2	1261	SONU	80	99	46	45	270	67.5
3	1262	ANU	50	85	43	79	257	64.25
5	1264	SMITH	56	79	25	82	242	60.5
7	1266	RITA	55	53	43	89	240	60
9	1268	DEERU	59	59	75	76	269	67.25

Record: 1 of 5

## Query Table 3: Second

Forms: Second

Second : Select Query

SL NO	Regno	Name	Science	Maths	English	BCS	Total	Percentage
4	1263	TANU	60	46	45	78	229	57.25
6	1265	JOHN	44	46	56	80	226	56.5

Record: 1 of 2

## EXERCISE 20

### **PROCEDURES TO CREATE A FORM TO UPDATE/MODIFY THE RESULT PROCESSING TABLE:**

1. In order to create a database, go to **MS Office -- MS Access – New – Blank Database**—give the name for example **Student\_database**- click **Create**.
2. Under **Tables** object - double click on “**Create table in design view**” - enter the **field names** and **data types**- choose the **Regno** field – right click- select **primary key**- save the table by specifying the suitable name example **Student\_Table**
3. Now double click on the **Student\_Table** to enter the Student data- Save.
4. Click on **Forms** Object- double click on “**Create Form by using Wizards**” - Select the Table, Fields, Layout, Style and Give the name of the Form- Click Finish.
5. You can navigate the records through the navigation button at the bottom of the Form.
6. Modification of any text in the form will be reflected to the original Table or Database.

**OUTPUT****ORIGINAL TABLE:**

SL NO	Regno	Name	Science	Maths	English	BCS	Total	Percentage
1	1260	MANU	60	88	72	90	310	77.5
2	1261	SONU	80	99	46	45	270	67.5
3	1262	ANU	50	85	43	79	257	64.25
4	1263	TANU	60	46	45	78	229	57.25
5	1264	SMITH	56	79	25	82	242	60.5
6	1265	JOHN	44	46	56	80	226	56.5
7	1266	RITA	55	53	43	89	240	60
8	1267	BANU	65	44	44	43	196	49
9	1268	DEERU	59	59	75	76	269	67.25
10	1269	RAM	49	54	30	42	175	43.75

Record: 1 of 10

**FORM WINDOW :**

Student\_Form

SL NO: 1

Regno: 1260

Name: MANU

Science: 60

Maths: 88

English: 72

BCS: 90

Total: 310

Percentage: 77.5

Record: 1 of 10



**MODIFIED DATA IN THE FORM :**

Student\_Form

SL NO: 1

Regno: 1260

Name: MANOJ KUMAR

Science: 60

Maths: 88

English: 72

BCS: 90

Total: 310

Percentage: 77.5

Record: 1 of 10

**ORIGINAL TABLE AFTER MODIFICATION:**

SL NO	Regno	Name	Science	Maths	English	BCS	Total	Percentage
1	1260	MANOJ KUMAR	60	88	72	90	310	77.5
2	1261	SONU	80	99	46	45	270	67.5
3	1262	ANU	50	85	43	79	257	64.25
4	1263	TANU	60	46	45	78	229	57.25
5	1264	SMITH	56	79	25	82	242	60.5
6	1265	JOHN	44	46	56	80	226	56.5
7	1266	RITA	55	53	43	89	240	60
8	1267	BANU	65	44	44	43	196	49
9	1268	DEERU	59	59	75	76	269	67.25
10	1269	RAM	49	54	30	42	175	43.75

Record: 1 of 10

**EXERCISE 21****PROCEDURES TO DESIGN A REPORT TO PRINT THE RESULT SHEET AND MARKS CARD FOR THE RESULT:**

1. In order to create a database, go to **MS Office -- MS Access – New – Blank Database**—give the name for example **Student\_database-** click **Create**.
2. Under **Tables** object - double click on “**Create table in design view**” - Enter the **field names** and **data types**- choose the **Regno** field – right click- Select **primary key**- save the table by specifying the suitable name example **Student\_Table**
3. Now double click on the **Student\_Table** to enter the Student data- Save.
4. Click on **Reports** Object- double click on “**Create Report by using Wizards**” - Select the **Table, Fields** click **next**, select the grouping Field/fields if any- select the **sorting** field/fields if any (example Regno) – Click **next**-Select the **layout- next**- select **Style – next** – Give the **title** and Click **Finish**.
5. Now Double click on report to view.
6. Modify the report view by right clicking and selecting the Report in the **design view**.
7. To create a Marks Card Report Select the grouping Field to Regno while Creating the report and modify the design of the report as expected using the Report **Toolbox**.

**OUTPUT****RESULT SHEET:**

*Student\_Report*

<i>Regno</i>	<i>SL NO</i>	<i>Name</i>	<i>Science</i>	<i>Maths</i>	<i>English</i>	<i>BCS</i>	<i>Total</i>	<i>Percentage</i>
1260	1	MANOJ KUMAR	60	88	72	90	310	77.5
1261	2	SONU	80	99	46	45	270	67.5
1262	3	ANU	50	85	43	79	257	64.25
1263	4	TANU	60	46	45	78	229	57.25
1264	5	SMITH	56	79	25	82	242	60.5
1265	6	JOHN	44	46	56	80	226	56.5
1266	7	RITA	55	53	43	89	240	60
1267	8	BANU	65	44	44	43	196	49
1268	9	DEERU	59	59	75	76	269	67.25
1269	10	RAM	49	54	30	42	175	43.75

**MARKS CARD :**

*Marks\_card*

*Regno* : **1260**

<i>SL NO</i>	1
<i>Name</i>	MANOJ KUMAR
<i>Science</i>	60
<i>Maths</i>	88
<i>English</i>	72
<i>BCS</i>	90
<i>Total</i>	310

*Percentage*                      77.5