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

<u>MS-OFFICE.</u>

<u>Unit I:</u>

<u>MS-EXCEL</u>

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.

<u>Advanced Options of MS-EXCEL:</u>

   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.

<u>Unit- II:</u>

<u>MS-ACCESS</u>

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