FACULTY OF COMMERCE
OSMANIA UNIVERSITY

Practical Question bank for B.Com Comp Applications (CBCS) I-Semester w.e.f 2019

Subject : Fundamentals of Information Technology

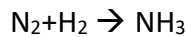**Total Marks: 35**

Record: **10**
Computer Practical: 10
Viva :   **15**

Total Marks: **35**

MS-Word

1. Create a word document to generate the following output:

$(a+b)^2 = a^2 + 2ab + b^2$

H_2SO_4, H_2O, CO_2, MNO_2

$N_2 + H_2 \rightarrow NH_3$

2. Create a news paper model with multi columns.

3. Type a paragraph and perform the following task.

a) Make five lists of numbering which contains details of the courses offered in your college.

b) Make the five list of bullets having hand symbol which describes about facilities in your college.

c) Keep a footnote to any one of the word of the first paragraph.

d) Center the heading of your document.

4. Create a word document to display the Time Table of your class. Use all the features of Table Formatting.

5. Use Mail Merge feature to send invitation letters to ex-students of your college inviting them to attend the Alumni meet in your college.

6. Create letterhead of any company or institution that you got and insert the Watermark with that company name in the document.

7. Create a MACRO taking your own data and run it.

8. Create a document on Features of computers and apply different themes.

9. Create Super Script at Subscript as Co^2; x_2.

10. Create a word document consisting of 5 pages describing about your college. Insert headers and footers and page numbers in all the pages.

MS-Excel

11. Enter the Student details with the following columns:
    Sno, Sname, Subjects marks in first semester.
    Calculate the Total Marks, Average and Result.
    Result should be displayed as "Pass/Fail". Take your own criteria for result.

12. Enter the Student details with the following columns:
    Sno, Sname, Subjects marks in first semester.
    a) Calculate the Total Marks, Average.
    b) Find the maximum and minimum of marks in Total Marks column.
    c) Count the number of students whose Average score is > 70.

13. Enter the Student details with the following columns:
    Sno, Sname, Subject marks in first semester.
    a) Calculate the Total Marks, Average.
    b) Use conditional formatting to display the students marks whose score in a particularl subject is greater than 90.
    c) Use conditional formatting to display the students whose marks are greater than 90 in all the subjects.

14. Consider the following columns:
    Sno, Sname, Total marks obtained in first semester. Represent this data using a Bar diagram.

15. Consider the following columns:
    Month, Sales(Rs.). Plot the data using a line chart.

16. Consider the following student data with columns:
    Firstname, Lastname, Score(out of 100)
    a) Sort the above data on Firstname column.
    b) Sort the above data on Fistname and then by Lastname (use multilevel sorting)

17. Consider the following student data with columns:
    Firstname, Lastname, Score(out of 100)
    a) Filter the above data by displaying the student details where score > 70.
    b) Filter the above data by displaying the student details where score between 50 and 70.

18. Consider the following Sales data with columns:
    Date, Salesman Name, Region(North/South/East/West), Sales in Rs.
    Generate a pivot table to calculate the Total Sales Region wise. Also calculate the average
    sales made region wise.

19. Consider Employee details data with the columns:
    Emp. ID, Employee name, Department and Salary.
    Generate Department wide sub-totals.

20. Following are the scores of 10 students in an exam:
    44, 56, 89, 94, 43, 32, 11, 55, 99, 44.
    Use functions to calculate Mean, Median and Mode.

MS-Powerpoint

21. Create a presentation of 5 slides to describe the facilities available to students in your
    college.
22. Create a presentation of 5 slides to describe the benefits of Yoga in human life. Apply
    different slide transitions.
23. Create a presentation of 5 slides using different slide layouts to describe about Global
    Warming.
24. Create a presentation of 5 slides describing the side effects of overuse of Smart Phones and
    apply design templates.
25. Create a presentation of 5 slides describing about the Side effects of smoking using custom
    animations.

MS-DOS

26. Create the following directory structure:

    a) Create a directory with your college name.

    b) Create sub directories with course names under your college name folder.

    c) Within each course create sub directories for First, Second and Final years.

27. Create the following directory structure:

   a) Create a directory with your college name.

   b) Create sub directories with course names under your college name folder.

   c) Display the above folder structure in the form of a tree.

28. Create the following directory structure:

   a) Create a directory with your college name.

   b) Create sub directories with course names under your college name folder.

   c) Create text files describing about each course in respective course names.

29. Create the following directory structure:

   a) Create a directory with your college name.

   b) Create sub directories with course names under your college name folder.

   c) Create text files describing about each course in respective course names.

   d) Copy the text files into college name directory.

   e) Delete the sub directories under college name directory.

30. Demonstrate the use of any 5 internal and external DOS commands with your own data.

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