ST. JOSEPH’S COLLEGE FOR WOMEN (AUTONOMOUS) VISAKHAPATNAM

# II SEMESTER COMMERCE Time: 2hrs/week

COM-Ma2-2251(2) **OFFICE AUTOMATION TOOLS Practical** Marks:50

w.e.f AK 2023-2024 (Admitted batch) **PRACTICAL**

**LIST OF EXPERIMENTS**

1) Design a visiting card for Managing Director of a company as per the following specification.

o Sizeofvisitingcardis3½×2

o Name of the company with big font

o Phone number, Fax number and E-mail address with appropriate symbols.

o Office and Residence address separated by a line

2) Create a table with following columns and display the result ins eparate cells for the following

o Emp Name, Basic pay, DA, HRA, Total salary.

o Sort all the employees in ascending order with the name as the key

o Calculate the totals alary of the employee

o Calculate the Grand total salary of the employee

o Finding highest salary and

o Find lowest salary

3) Prepare an advertisement to a company requiring software professional with the following

o Attractive page border

o Design the name of the company using WordArt

o Use at least one clipart.

o Give details of the company (use bullets etc)

o Give details of the Vacancies in each category of employee’s (Business manager, Software engineers, System administrators, Programmers, Data entry operators)

qualification required.

4) Create a letter having following specifications

o Name ofthecompanyonthetopofthepage2withbigfontandgoodstyle

o Phone no, Fax no and E-mail address with symbols.

o Main products manufactured by the company

o Slogans if any should be specify in bold at the bottom

5) Create two pages of curriculum vitae of a graduate with the following specifications

o Table to show qualifications with proper headings

o Appropriate left and right margins

o Format ½pageusingtwo-columnapproachabout yourself

o Name on each page at the top right side

o Page no.in the footer on the right side.

6) Write a macro format documents below

o Linespacing“2”(double)

 Paragraphindentof0.1

 Justification formatting style

 Arial font andBoldof14pt-size

7) Create a letter as the maindocumentandcreate10recordsforthe 10persons

usemailmergetocreateletterforselectedpersonsamong10.

8) Create an electronic spread sheet in which you enter the following decimal numbers and convert the mintooctal, Hexa decimal an d binary numbers and vice-versa.

DecimalNumbers:35,68,95,78,165,225,355,375,465

BinaryNumbers:101,1101,11101,11111,10001,11101111

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 9) Calculate the net pay of the employees following the conditions below. A | | B | | C | | D | | E | | F | | G | | H | | I | |
| 1 | Employee  Number | | Employee  name | | Basic  Pay | | DA | | HRA | | GPF | | Gross  Pay | | Income  tax | | Net  Pay |
| 2 | | | | | | | | | | | | | | | | | |

DA:-56%ofthebasicpayifBasicpayisgreaterthan20000 orelse44%. A

HRA:-15%oftheBasicpaysubjecttomaximumofRs.4000.

GPF: -10%ofthebasicpay.

INCOMETAX:-10%ofbasicifBasicpayisgreaterthan20000. Find who is getting highest salary & who is get lowestsalary?

10) The ABC Company shows the sales of different product For5years.CreateBARGraph, 3D

and Pie chart for the following.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| A | B | C | D | E | F |
| S.No. | Year | Pro1 | Pro2 | Pro3 | Pro4 |
| 1 | 1989 | 1000 | 800 | 900 | 1000 |
| 2 | 1990 | 800 | 80 | 500 | 900 |
| 3 | 1991 | 1200 | 190 | 400 | 800 |
| 4 | 1992 | 400 | 200 | 300 | 1000 |
| 5 | 1993 | 1800 | 400 | 400 | 1200 |

11. Create a suitable examination data base and find the sum of the marks (total) of each student and respective, class secured by the student.

Pass: if marks in each subject>=35

Distinction :if average>=75

First class :if average>=60but<75

Second class: if average>=50butlessthan60

Third class: if average>=35butlessthan50

Fail: if marks in any subject<35

|  |  |  |
| --- | --- | --- |
| 12) Enter the following data into the sheet. Name | Department | Salary |
| Anusha | Accounts | 12000 |
| Rani | Engineering | 24000 |
| Lakshmi | Accounts | 9000 |
| Purnima | Marketing | 20000 |
| Bindu | Accounts | 4500 |
| Tejaswi | Accounts | 11000 |
| Swetha | Engineering | 15000 |
| Saroja | Marketing | 45000 |
| Sunitha | Accounts | 5600 |
| Sandhya | Engineering | 24000 |
| Harika | Marketing | 8000 |

Extract records for department tin Accounts and Salary > 10000

o Sort the data by salary with the department using “sort commands”.

o Calculate total salary for a ch department using Subtotals

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 13) Enter the following data in to the sheet.. Raju | | Rani | | Mark | | Rosy | | Ismail | | Reshma | |
| English | 76 | | 89 | | 43 | | 51 | | 76 | | 87 |
| 2ndLang | 55 | | 85 | | 78 | | 61 | | 47 | | 33 |
| Maths | 65 | | 82 | | 34 | | 58 | | 52 | | 65 |
| Computers | 45 | | 91 | | 56 | | 72 | | 49 | | 56 |
| Human Values | 51 | | 84 | | 54 | | 64 | | 32 | | 64 |

Apply the conditional formatting for marks

35 below Red

35 to 50 Blue

51 to 70 Green

71 to 100 Yellow

14) Create a presentation using templates.

15) Create a Custom layout or Slide Master for professional presentation.

16) Create a presentation with slide transitions and animation effects.

17) Create a table in PPT and apply graphical representation.