Applications of Information and Communication Technologies (CSC-101)

Lab Assignment 1   BSSE 1A   CLO-5   Total Marks: 10

Submission Date: 5-10-2025

Question 1:

No	City	Jan	Feb	Mar	Average	Maximum
	Sales and Profit Report - First Quarter 2012					
C001	New York	$22,000.00	$29,000.00	$19,000.00	?	?
C002	Los Angeles	$42,000.00	$39,000.00	$43,000.00	?	?
?	London	$18,000.00	$20,000.00	$22,000.00	?	?
?	Paris	$35,000.00	$26,000.00	$31,000.00	?	?
?	Munich	$12,000.00	$15,000.00	$13,000.00	?	?
	Total Sales	?	?	?		
	Cost	$83,000.00	$84,000.00	$43,000.00		
	Profit	?	?	?		
	10% Bonus	?	?	?		

1. Create the worksheet shown above.
2. Set the Text alignment, Columns width and high appropriately.
3. Use AutoFill to put the Series Numbers into cells A5:A7.
4. Format cells C3:G7, C8:E11, C13:E13 to include dollar sign with two decimal places.
5. Find the Average Sales and Maximum Sales for each City.
6. Find the Total Sales for each Month.
7. Calculate the Profit for each month, where profit = Total Sales – Cost
8. Calculate the 10% Bonus, which is 10% of the Profit.
9. Find the Total Sales for each Month.
10. Create the following Charts:
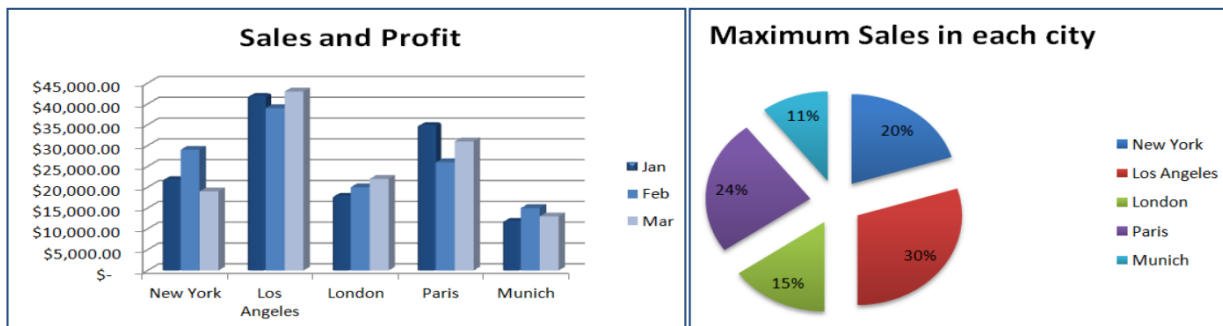
You have to submit the Excel file for the above task.

Question 2:

In this task, given the marks percentage, you are going to create a formula in Microsoft Excel sheet that can find out the corresponding letter grade. The grading criteria is given by the following table:

Grade	A	A-	B+	B	B-	C+	C	C-	D+	D	F
Marks Percentage	>= 85	80 - 84	75 - 79	71 - 74	68 - 70	64 – 67	61 - 63	58 - 60	54 - 57	50 - 53	< 50

For example, if the marks percentage is 78, the corresponding grade is B+. Within the excel sheet, the input is to be provided in cell C4 and the formula and the output grade is to be placed is cell G4.

Upon completion of this task, you will be able to write some basic formulas using if function in Microsoft Excel.

For this task, you need to submit the Microsoft Excel file (.xlsx extension) containing formula for the calculation of letter grade.

Question 3:

Do the following steps to make a MS Word document.

1. **Select the Comic Sans MS font and 11 point font size**

2. **Center the top line.**

   -Type: Microsoft Word Training Session
   - Press the Enter key.

3. **Center today's date**

4. **Press the Enter key four times.**

5. **Type a short paragraph.**
   (This text will be centered due to the last command performed.)
   - Type: I am learning Microsoft Word. I hope to learn at least one new thing in this training session. If I have any questions (and I know I will), I will ask the teacher to answer them so I will not get stuck.

6. **Bold a phrase**
   - Highlight the phrase "Microsoft Word" in above paragraph

7. **Italicize a word.**
   - Italicize the word "least" in above paragraph

8. **Underline a phrase.**
   - Underline the phrase "and I know I will."

9. **Double space the lines in your paper.**

10. **Add page numbers to your document.**

11. **Change your margins**
    - Change the top, bottom, left, and right margins to 1.5".

12. **Place the cursor at the end of your paper to the right of "stuck" and press the Enter key three times.**
    - Click the Left Justification button so the cursor will be on the left side.

13. **Type a short paragraph**
    - Type: I have a paper to write, and I have to use footnotes. I don't know how to do them, but after this example I will.

14. **Pace the cursor at the end of your paper to the right of "stuck" and press the Enter key three times.**
    - Click the Left Justification button so the cursor will be on the left side.

15. **Type a short paragraph**
    Type: I have a paper to write, and I have to use footnotes. I don't know how to do them, but after this example I will

16. **Pace the cursor at the end of your paper to the right of "stuck" and press the Enter key three times.**
    - Click the Left Justification button so the cursor will be on the left side.

17. **Type a short paragraph**
    - Type: I have a paper to write, and I have to use footnotes. I don't know how to do them, but after this example I will.

18. **Create a footnote**
    - Type the footnote: My teacher will be happy to see footnotes in my paper.

19. **Add another footnote**
    - Place the cursor after the word "learn" in the first paragraph.

    - Type the footnote: Or at least try
        (Notice that the footnote number for the second footnote has changed.)
20. **Create a header**
    -Type: Microcomputer Applications Area

21. **Create a footer**
    -Type: [Your Name]

You have to submit the MS Word document file for this task.

Question 4:

In this task, you are going to create a database in Microsoft Access to manage a small library's collection. The database should contain two tables: one for storing information about books and another for storing information about borrowers.

The **Books** table should include fields for:

▪ Book ID (AutoNumber, Primary Key)

▪ Title (Text)

▪ Author (Text)

▪ Genre (Text)

▪ Publication Year (Number)

▪ Availability (Yes/No)

The **Borrowers** table should include fields for:

▪ Borrower ID (AutoNumber, Primary Key)

▪ Name (Text)

▪ Email (Text)

▪ Phone Number (Text)

You have to apply the following queries on the tables:
- Insert data in the tables.
- Retrieve data from the tables.
- Update the data.