Savitribai Phule Pune University,Pune

F. Y. B. C. A. (Science) Semester-I

Lab Course – I

Fundamentals of Computer (BCA-115)

Workbook

Name: _____

College Name:_____

Roll No.:_____Division: _____

Academic Year:_____

Editors: Introduction

1. **About the Workbook:**

This workbook is intended to be used by FYBCA (Science) students for the Programming in C& Fundamental of computers Assignments in Semester–I. This workbook is designed by considering all the practical concepts / topics mentioned in syllabus.

2. **The objectives of this Workbook are:**

1) Defining the scope of the course.
2) To bring the uniformity in the practical conduction and implementation in all colleges affiliated to SPPU.
3) To have continuous assessment of the course and students.
4) Providing ready reference for the students during practical implementation.
5) Provide more options to students so that they can have good practice before facing the examination.
6) Catering to the demand of slow and fast learners and accordingly providing the practice assignments to them.

3. **How to use this Workbook:**

The workbook is divided into two sections. Section-I is related to Programming in C assignments and Section-II is related to Fundamentals of computer assignments.
The Section-I (Programming in C) is divided into thirteen assignments. Each assignment has several SET. It is mandatory for students to complete all the SET in given slot.
The Section-II (Fundamentals of computer) is divided into Fourteen assignments. The assignments comprise of activities to be carried out on given databases. The students have to create database, insert appropriate records and then perform the activities specified in each of the assignments. A pool of databases will get created as student progresses through the assignments and these databases can be repeatedly used in subsequent assignments.
Each FOC assignment has several SET. It is mandatory for students to complete all the SETs in given slot.

4. **Instructions to the students:**

Please read the following instructions carefully and follow them.

- Students are expected to carry this workbook every time they come to the lab for practical.
- Students should prepare for the assignment by reading the relevant material which is mentioned in ready reference.
- Instructor will specify which problems to solve in the lab during the allotted slot and student should complete them and get verified by the instructor. However, student should spend additional hours in Lab and at home to cover all workbook assignments if needed.
- Students will be assessed for each assignment on a scale from 0 to 5

Not done	0
Incomplete	1
Late Complete	2
Needs improvement	3
Complete	4
Well Done	5

5. Instruction to the Instructors:

- Make sure that students should follow above instructions.
- Explain the assignment and related concepts using white board if required or by demonstrating the software.
- Give specific input to fill the blanks in queries which can vary from student to student.
- Evaluate each assignment carried out by a student on a scale of 5 as specified above by ticking appropriate box.
- The value should also be entered on assignment completion page of the respective Lab course.

6. Instructions to the Lab administrator:

You have to ensure appropriate hardware and software is made available to each student.

The operating system and software requirements on server side and also client side areas given below:

- Server and Client Side-(Operating System) Fedora Core Linux/Windows
- Turbo C

Table of Contents

Section I: Operating System

Section II: Microsoft Office

Assignment Completion Sheet

Lab Course II			
Fundamentals of Computers			
Sr. No.	**Assignment Name**	**Marks (out of 5)**	**Instructor Sign**
1	DOS Commands		
2	Operating System Installation		
3	Microsoft Word I		
4	Microsoft Word II		
5	Spreadsheet I		
6	Spreadsheet II		
7	Microsoft PowerPoint I		
8	Microsoft PowerPoint II		
Total (Out of)			
Total (Out of 15)			

This is to certify that Mr./Ms._____
Has successfully completed the FundamentalofComputerscourse work for Lab Course I andhas scored_____Marks out of 15.

Instructor **H.O. D / Coordinator**

Internal Examiner **External Examiner**

Section I: Operating System

Assignment No 1

DOS COMMANDS

Syntax Notes

To be functional, each DOS command must be entered in a particular way: this command entry structure is known as the command's "syntax." The syntax "notation" is a way to reproduce the command syntax in print.

For example, you can determine the items that are optional, by looking for information that is printed inside square brackets. The notation [d:], for example, indicates an optional drive designation. The command syntax, on the other hand, is how YOU enter the command to make it work.

Command Syntax Elements

1. **Command Name**

   The DOS command name is the name you enter to start the DOS program (a few of the DOS commands can be entered using shortcut names). The DOS command name is always entered first. In this book, the command is usually printed in uppercase letters, but you can enter command names as either lowercase or uppercase or a mix of both.

2. **Space**

   Always leave a space after the command name.

3. **Drive Designation**

   The drive designation (abbreviated here as "d:") is an option for many DOS commands. However, some commands are not related to disk drives and therefore do not require a drive designation. Whenever you enter a DOS command that deals with disk drives and you are already working in the drive in question, you do not have to enter the drive designator. For example, if you are working in drive A (when the DOS prompt A> is showing at the left side of the screen) and you want to use the DIR command to display a directory listing of that same drive, you do not have to enter the drive designation. If you do not enter a drive designation, DOS always assumes you are referring to the drive you are currently working in (sometimes called the "default" drive).

4. **A Colon**

   When referring to a drive in a DOS command, you must always follow the drive designator with a colon (:) (this is how DOS recognizes it as a drive designation).

5. **Pathname**

   A pathname (path) refers to the path you want DOS to follow in order to act on the DOS command. As described in Chapter 3, it indicates the path from the current directory or subdirectory to the files that are to be acted upon.

6. **Filename**

   A filename is the name of a file stored on disk. As described in Chapter 1, a filename can be of eight or fewer letters or other legal characters.

7. **Filename Extension**

   A filename extension can follow the filename to further identify it. The extension follows a period and can be of three or fewer characters. A filename extension is not required.

8. **Switches**

   Characters shown in a command syntax that are represented by a letter or number and preceded by a forward slash (for example, "/P") are command options (sometimes known as "switches"). Use of these options activate special operations as part of a DOS command's functions.

9. **Brackets**

   Items enclosed in square brackets are optional; in other words, the command will work in its basic form without entering the information contained inside the brackets.

10. Ellipses

Ellipses (...) indicate that an item in a command syntax can be repeated as many times as needed.

11. Vertical Bar

When items are separated by a vertical bar (|), it means that you enter one of the separated items. For example: ON | OFF means that you can enter either ON or OFF, but not both.

DOS Commands are divided into 2 types:

1. **Internal Commands**

   These are for performing basic operations on files and directories and they do not need any external file support.

2. **External Commands**

   These external commands are for performing advanced tasks and they do need some external file support as they are not stored in COMMAND.COM

In MS-DOS, keyboard shortcuts involving handy ones like Functional keys, arrows, pipe character (" | "), asterisk (*), ?, [] and ESC are of great help for recalling to searching to clearing command line etc., Here are few of them:

- UP (Z) and DOWN (Ļ) arrows recall previously entered commands.
- ESC clears the present command line. It abandons the currently construct command and the next prompt appears.
- F1 retypes one character at a time from the last command entry from the current cursor position.
- F2 retypes all characters from the last command entry up to the one identical to your next keystroke. It asks you to enter char to copy up to and retypes the last command up to that char.
- F3 retypes all remaining characters from the last command entry.
- F4 stores all characters beginning at the first match with your next keystroke and ending with the last command entry.
- F5 or F8 keys give all the previously typed commands.
- F6 places a special end-of-file code at the end of the currently open file. Sometimes referred to as Ctrl+z or ^z.
- F7 key displays command history and ALT+F7/ESC hides it.
- F9 is used to select a command by number. Just enter the command number and it fetches the command line for you.
- Pipe character (" | ") combines several series of commands or programs inter-dependent.
- Name enclosed within [] indicate a sub-directory.
- Asterisk (*) is used to represent zero or more any characters.
- ? is used to present zero or single character.

MS-DOS commands perform tasks like:

- Manage files and directories
- Maintain Disks
- Configure Hardware and Networking
- Optimize the use of memory
- Customize MS-DOS

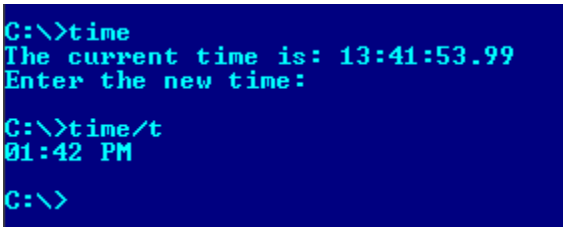
Commonly used Internal DOS Commands

1. Date

This command is used to display the system current date setting and prompt you to enter a new date.
The syntax is: **DATE [/T | date]**
If you type DATE without parameters then it displays current date and prompts to enter new date. We should give new date in mm-dd-yy format. If you want to keep the same date just Press ENTER. DATE command with /T switch tells the command to just output the current system date, without prompting for a new date.

2. TIME

This command is used to displays or set the system time.
The syntax is: **TIME [/T | time]**



Same as DATE command, typing TIME with no parameters displays the current time and a prompt for a new one. Press ENTER to keep the same time. TIME command used with /T switch tells the command to just output the current system time, without prompting for a new time.

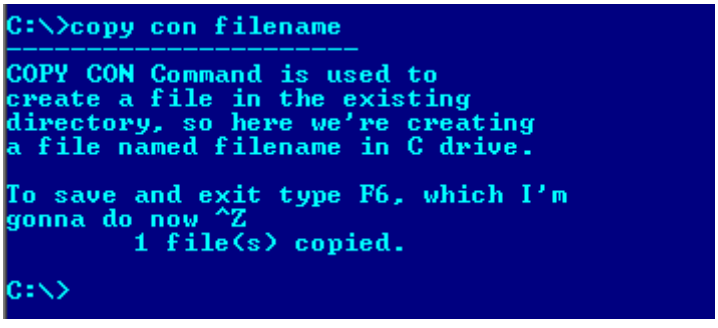
3.COPY CON

It is used to create a file in the existing directory. Here CON is a DOS reserved word which stands for console.
Syntax is: **COPY CON filename** after that press Enter and start typing your text and after you're done typing your text, to save and exit hit F6 key.

4. TYPE

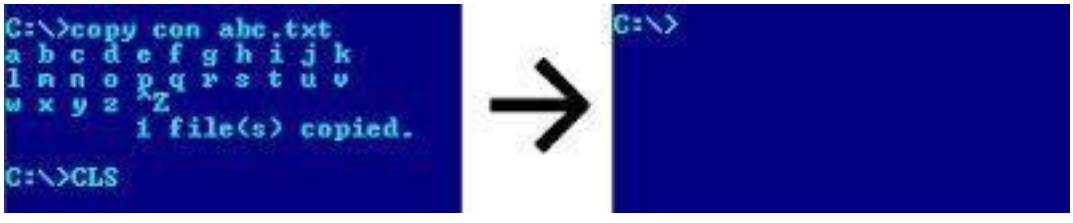
This command is used to display the contents of a text file or files. The syntax is:**TYPE [drive:][path]filename**

Now, lets try to display the contents of the file na



5. CLS

It is used to clear the screen. Syntax is **CLS**



6. REN

This command is used to change/modify the name of a file or files.

Syntax is: **REN [drive:] [path] filename1 filename2.**

Here, filename1 is source file for which you wanted to change the name, and filename2 will obviously becomes your new file name. Also note that you cannot specify a new drive or path for your destination file.

7. DIR

This command displays a list of files and subdirectories in a directory. Syntax is:**DIR [drive:] [path] [filename] [/A[[:]attributes]] [/B] [/C] [/D] [/L]**

[/N] [/O[[:]sortorder]] [/P] [/Q] [/S] [/T[[:]timefield]] [/W] [/X] [/4]

Here,

[drive:][path][filename] Specifies drive, directory, and/or files to list.

/A:attributes	Displays files with specified attributes. The possible attributes are as follow: D – Directories, R – Read-only files, H – Hidden files, A – Files ready for archiving, S – System files, – Prefix meaning not
/B	display in bare format with no heading information or summary
/C	Using this attribute with dir by default displays the thousand separator in file sizes. To disable display or separator use /-C
/D	Displays file list sorted by column.
/L	Uses lowercase in listing file names and sub-directories.
/N	Display in new long list format where filenames are on the far right.
/O:sortorder	Displays list by files in sorted order. The sort order attributes are as follow: N – By name (alphabetic), S – By size (smallest first), E – By extension (alphabetic), D – By date/time (oldest first), G – Group directories first, – Prefix to reverse order
/P	Display page wise pausing after each screenful of information and prompts to press any key to continue.
/Q	Displays the owner of a file or files.
/S	Displays files in specified directory and all subdirectories. Bear caution in using this in your root directory as you may end up in overflowing information. To stop the screen overflow at any point hit Pause-Break key.

8. PATH

This command displays the path that how we have come to the present position or sets a search path for executable files.

Its Syntax is **PATH [[drive:]path[;...][;%PATH%]]**

Typing PATH without any parameters displays the current path under current directory. Typing PATH ; clears all search-path settings and direct cmd.exe to search only in the current directory. And including %PATH% in the new path setting causes the old path to be appended to the new setting.

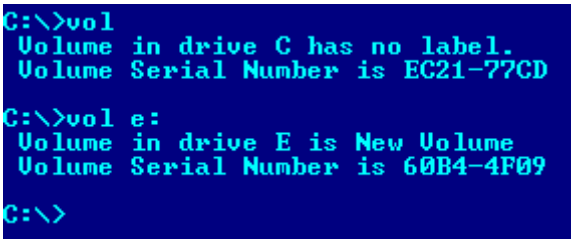
9. VER

This command displays the version of the Microsoft Windows running on your computer.

10. VOL

It displays the disk volume label and serial number, if they exist for the drive specified. If no drive is specified it displays for the active drive.

Syntax is **VOL [drive:]**



11. DEL/ERASE

Used to delete one or more files.

Syntax is **DEL [/P] [/F] [/S] [/Q] [/A[[:]attributes]] names**

12. COPY

This command is useful in copying one or more files to another file or location. Syntax is **COPY [/D] [/V] [/N] [/Y | /-Y] [/Z] [/A | /B] source [/A | /B] [+ source [/A | /B] [+ ...]] [destination [/A | /B]]**

The different switches that can be used with this command as follow along with their use.

13. MD, CD and RD

a. **MD (or MKDIR)** command stand for make directory and it is used to create a directory. Syntax is **MD [drive:]path**

b. CD (or CHDIR) stands for create or change directory and it allows to display the name of or change the current directory or rather we can say come out of a directory. Syntax is **CD [/D] [drive:][path]**

- Typing *CDdrive:* displays the current directory in the specified drive. This CD (or CHDIR)

command does not treat spaces as delimiters due to which it allows to CD into a subdirectory name that contains a space without surrounding the name with quotes.

For example:

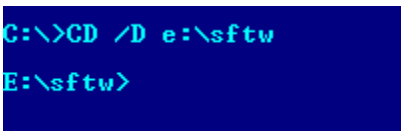
CHDIR program filesmozilla firefox is

the same as:

CHDIR “program filesmozilla firefox”

If you type *CD* without any parameters it displays current drive and directory. *CD..* specifies that you want to change to the higher directory in the current path. Whereas, using *CD* you can directly change to parent/root directory from any location in the current drive.

Using /D switch changes current drive in addition to current directory for a drive.



c. **RD (or RMDIR)** command removes or deletes a directory. There are two conditions to remove any directory – (1) Directory to be removed should be empty. and (2) We should be outside the directory we are commanding to delete.

Syntax is **RD [/S] [/Q] [drive:]path**

Here, using the switch /S removes a directory tree meaning it removes all directories and files in the specified directory in addition to the directory itself. And using /Q is the quiet mode that doesn’t asks for ok approval to remove a directory tree.

Assignment 2

Operating System Installation (Demo)

Windows 7 Installation Overview

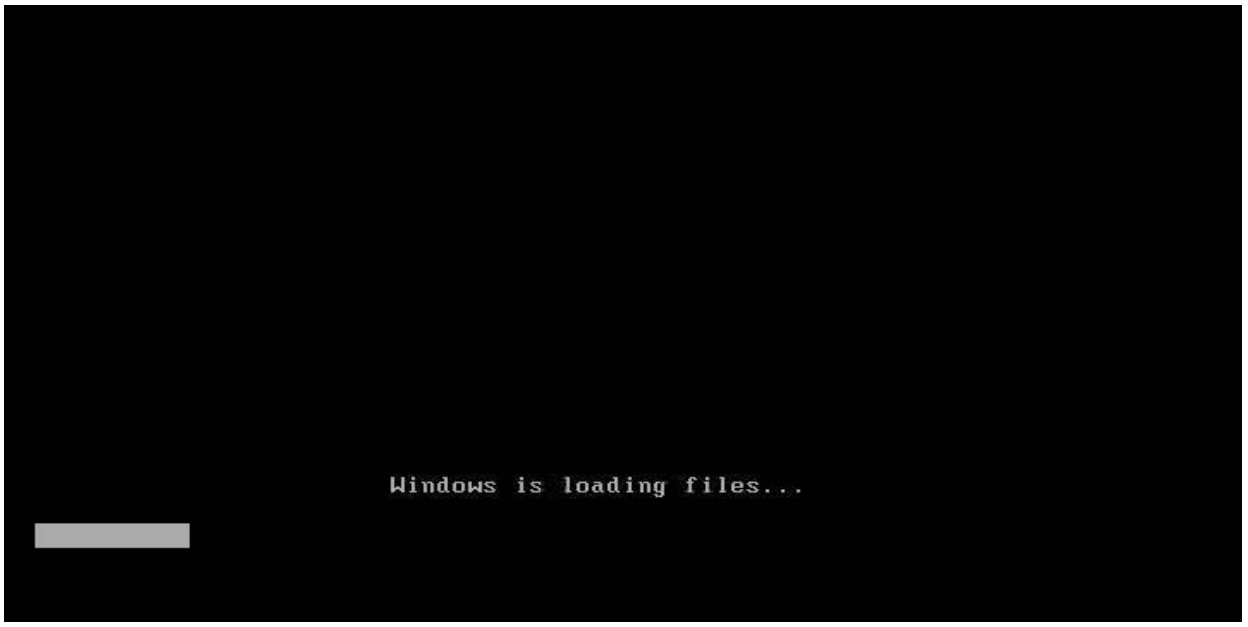
You should have to get your System Specifications and then search for it on Google. If Windows 7 Supports your system then begin this tutorial step by step. In this tutorial you will learn How To Install Windows 7.

Things You'll Need Before Windows 7 Installation

If you already have boot- able CD/DVD then you can skip this part. Otherwise if you need to have Windows 7 ISO download then click here.Also if you want to install windows 7 with USB then make flash drive boot- able by following this method.

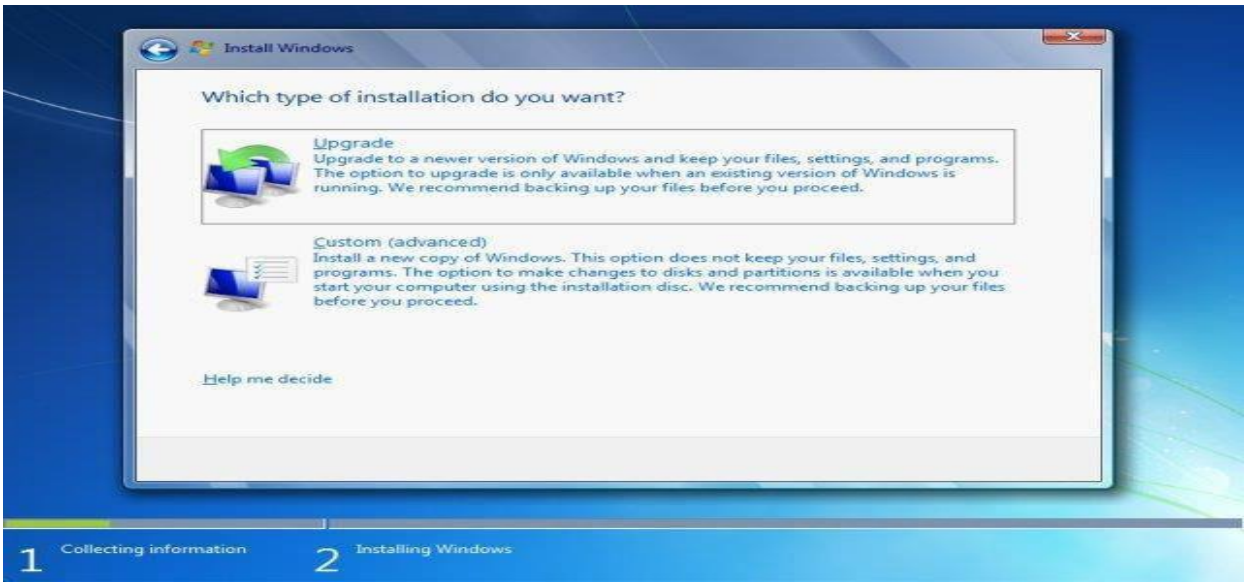
How To Install Windows 7 – Steps

Step#1 Turn ON your PC and Press 'F2' Continuously. There will come up and option to boot through CD/DVD. Select that option. Windows will start loading its files.

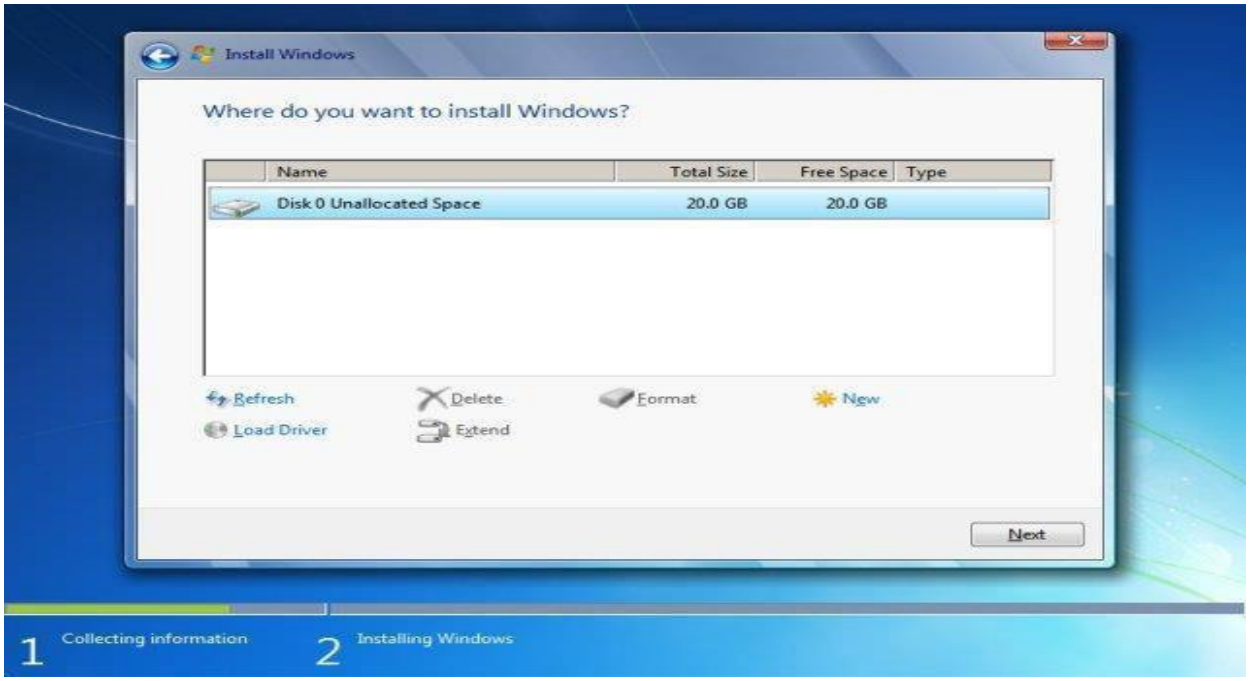


Step#2 Now you will get the Windows Setup Window. This is the part to select Language for your windows. Select 'English' and click Next. Also there will be a 'INSTALL NOW' button. Click on it and proceed to next step.

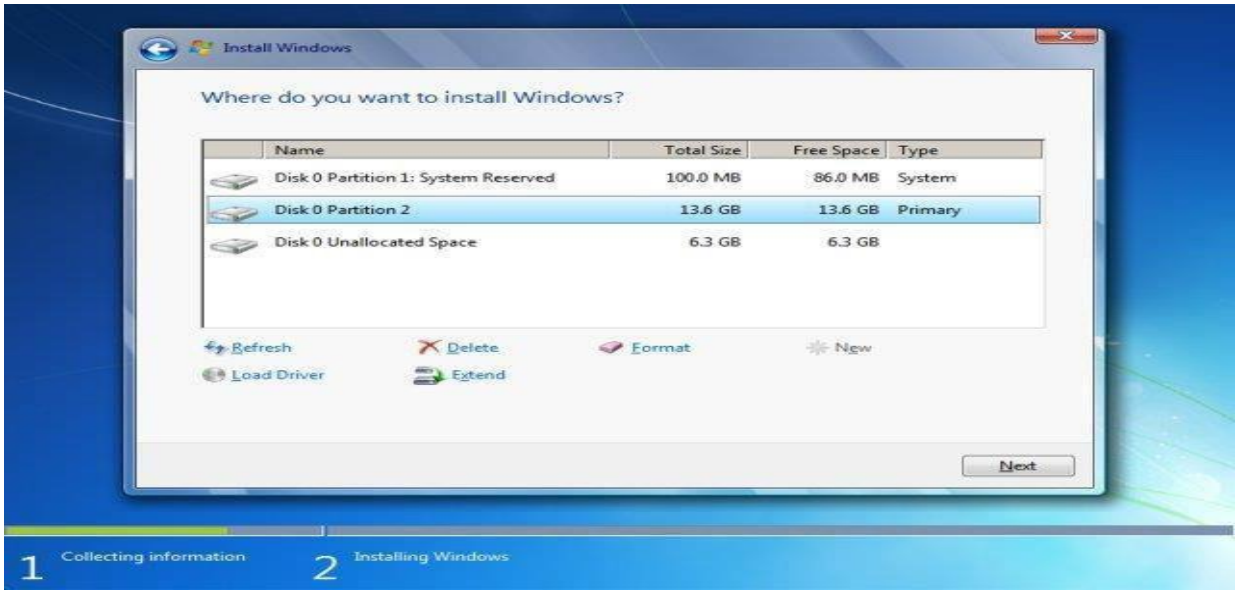
Step #3



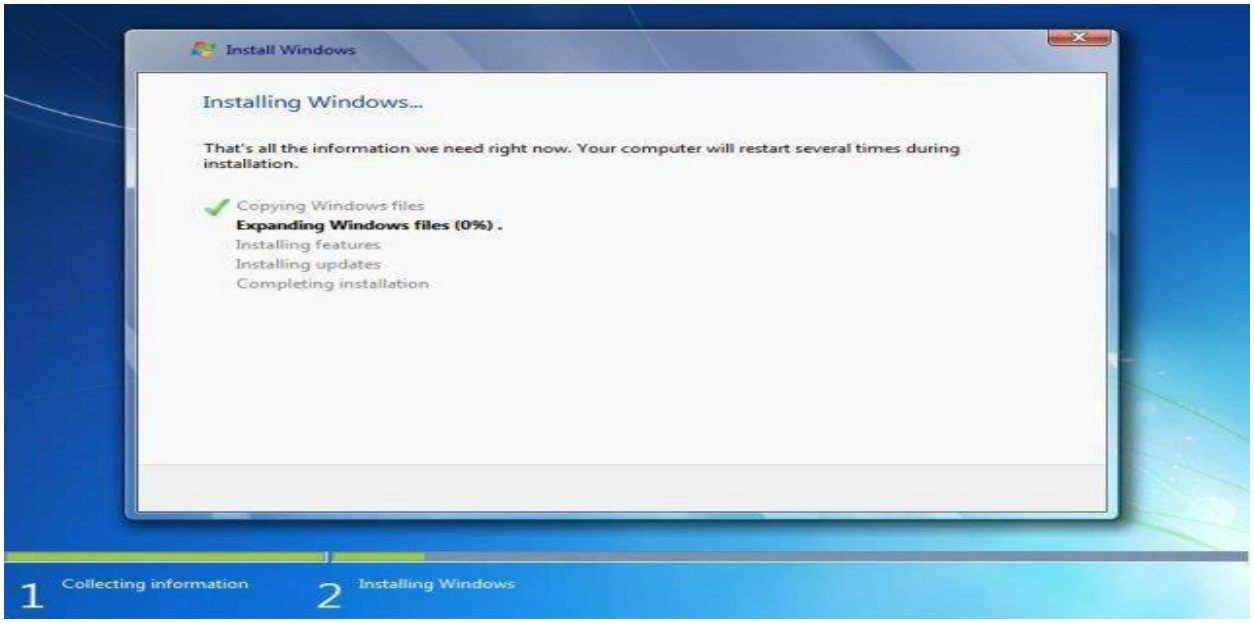
Step#4 In this step you will do partitioning of your drive. Be careful, this is the most important part of the Installation. In this you will allocate spaces to your drive. If you want to create a new drive, simply click on a drive and then click 'NEW'. A new drive will be created.



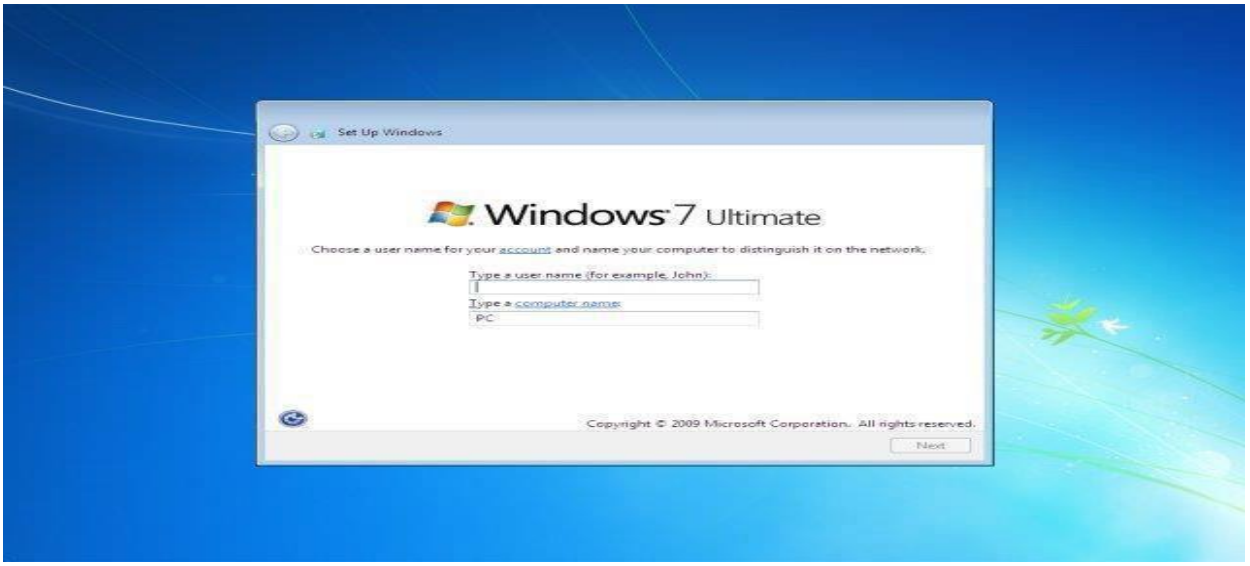
Step #5



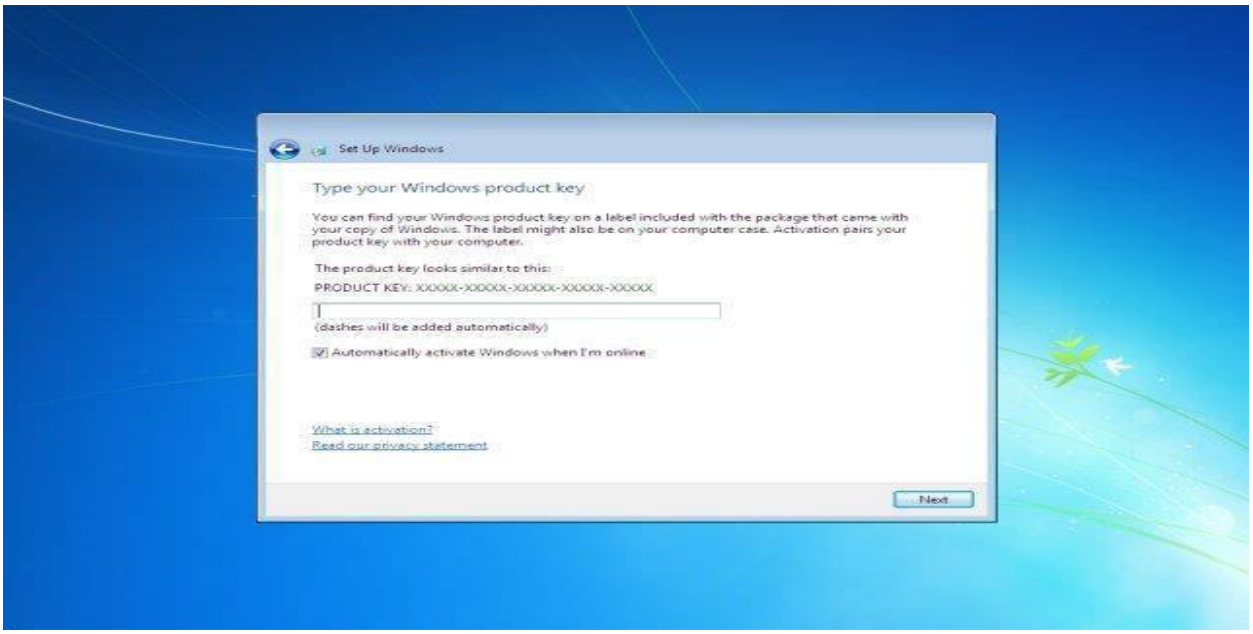
Step#6 Now you windows will start installing its files. Grab a cup of coffee and wait for a few minutes while it install. During this process don't plug in or off your device. It might cause interruption and you might loose your data and have to begin the process all over again.



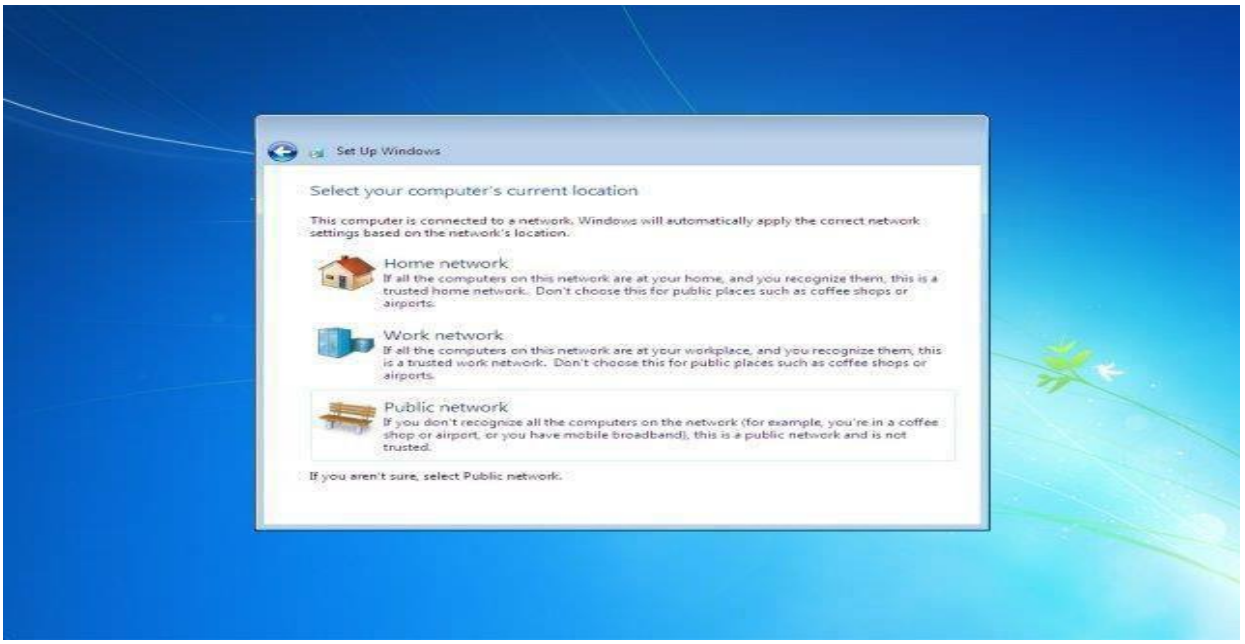
Step #7



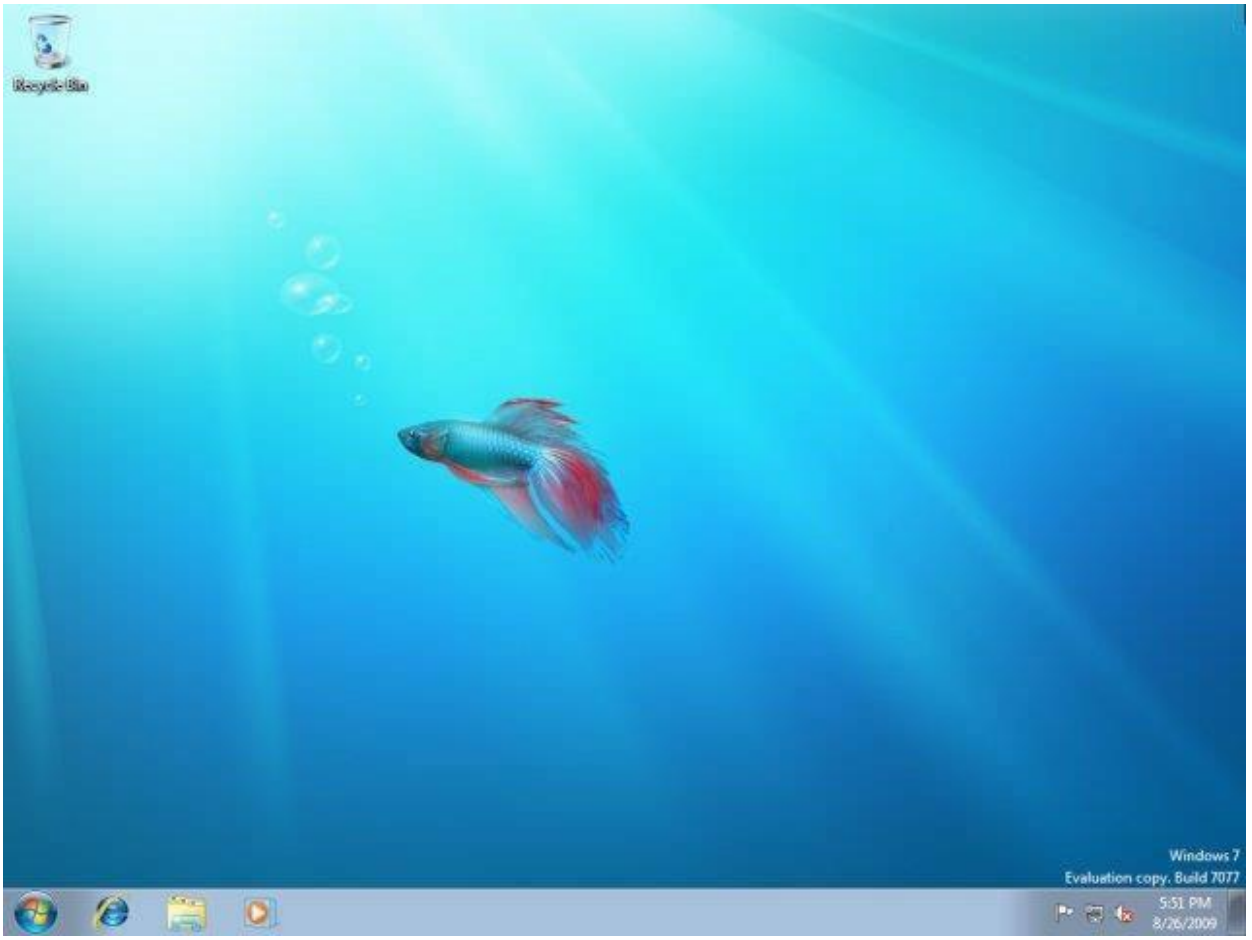
Step#8 In this step you have to activate your windows. Simply look at the back of your Windows CD/DVD cover there will be a PRODUCT KEY. Add this key into your PC and Click 'NEXT'.



Step #9



Last Step – Congratulations:- You have installed you windows. Now you can see is your desktop. It is simple to use, setup your desktop and enjoy!



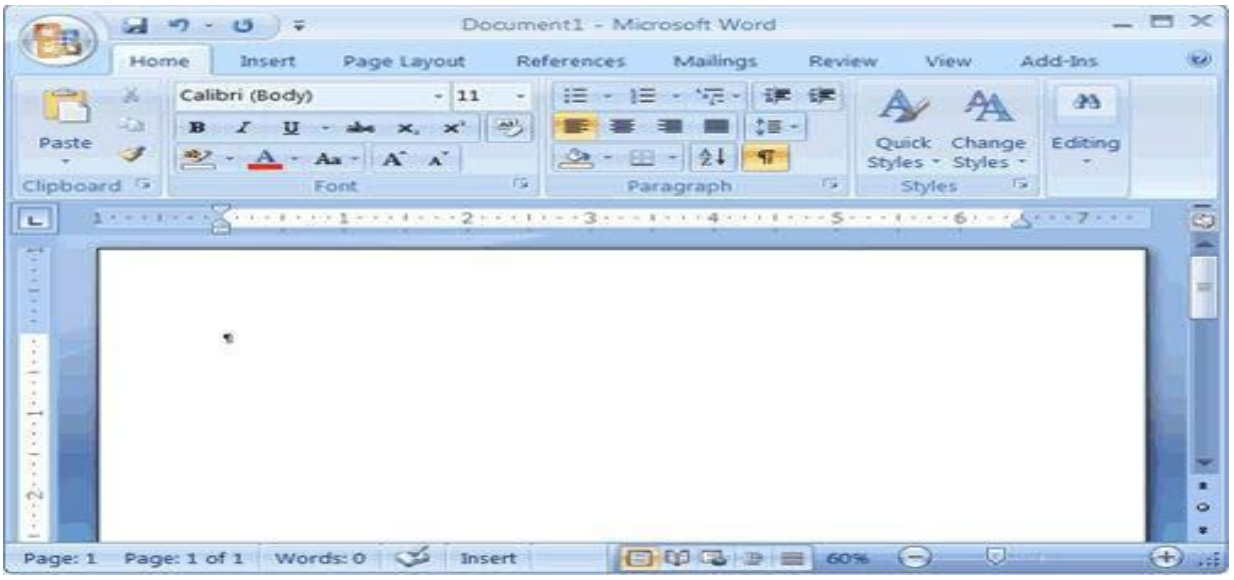
Section II: Microsoft Office

Assignment No 3: INTRODUCTION TO MS-OFFICE

Microsoft office is a set of inter related desk top applications ,servers and services, collectively refers to as an office suit for the micro soft windows and MAC OSX operating systems .

MS WORD:

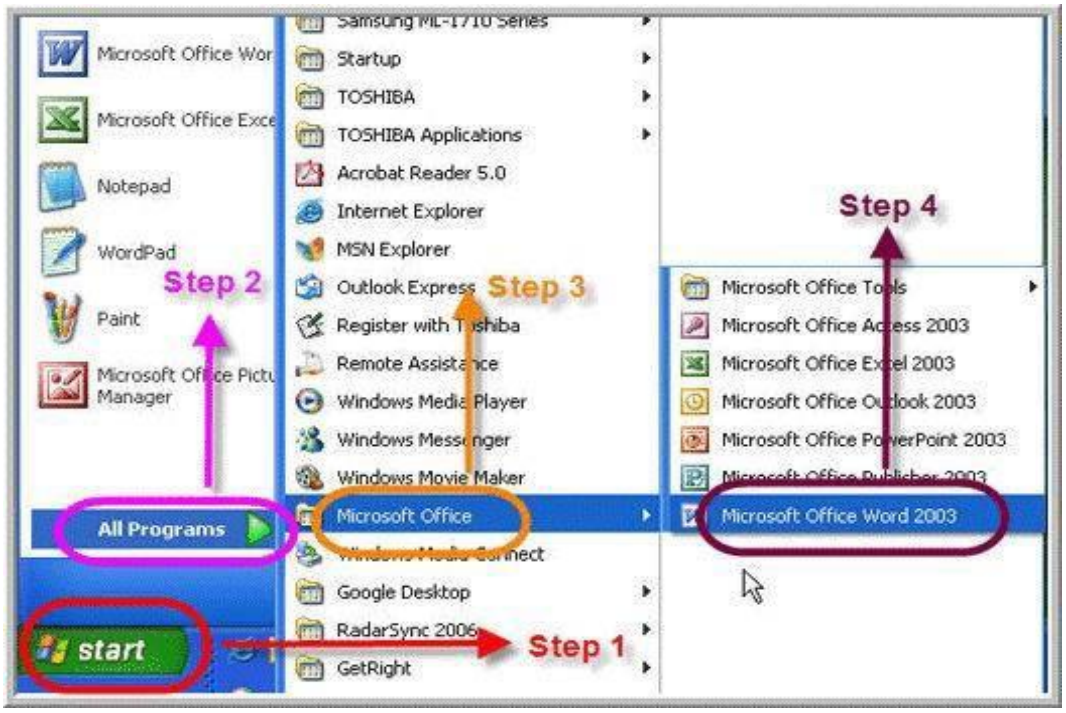
Microsoft Word is a word processing software package. we can use it to type letters, reports, and other documents. In Word 2007, how a window displays depends on the size of your window, the size of Your monitor and the resolution to which your monitor is set. Resolution determines how much information your computer monitor can display.



STARTING MS WORD:-

Two ways of starting MSWORD:-

Double click on Microsoft word icon on the desk top. Click on start ->programs->ms office ->msword.



The Microsoft Office Button

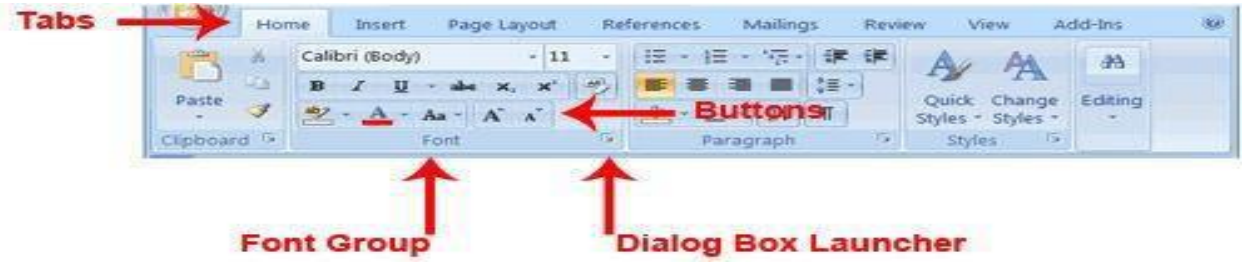
In the upper-left corner of the Word 2007 window is the Microsoft Office button. When you click the button, a menu appears. You can use the menu to create a new file, open an existing file, save a file, and perform many other tasks.

The Quick Access Toolbar

The Quick Access toolbar provides you with access to commands you frequently use. By default Save, Undo, and Redo appear on the Quick Access toolbar. You can use Save syour file, Undo to rollback an action you have taken, and Redo to reapply an action you have rolled back.

The Ribbon

We use the Ribbon to issue commands. The Ribbon is located near the top of the screen, below the Quick Access toolbar. At the top of the Ribbon are several tabs; clicking a tab displays several related command groups. Within each group are related command buttons. You click buttons to issue commands or to access menus and dialog boxes

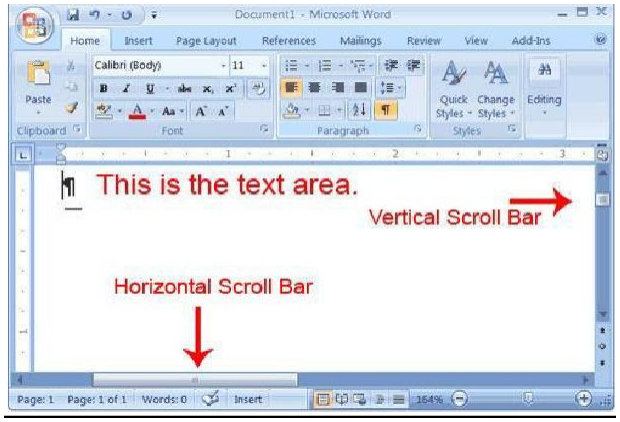


The Ruler

We can use the ruler to change the format of your document quickly

The Text Area

You type your document in the text area. The blinking vertical line in the upper-left corner of the text area is the cursor.



The Status Bar

The Status bar appears at the very bottom of your window and provides such information as the current page and the number of words in your document.


Customize Status Bar
Formatted Page Number 1
Section 1
Page Number 1 of 1
Vertical Page Position 1"
Line Number 1
Column 1
Word Count 0
Spelling and Grammar Check No Errors
Language
Signatures Off
Information Management Policy Off
Permissions Off
Track Changes Off
Caps Lock Off
Overtype Insert
Selection Mode
Not Recording
View Shortcuts
Zoom 164%
Zoom Slider
Spelling and Grammer Check
Formatted Page #
Page #
Word Count
Insert/Overtype Mode
Page: 1
Page: 1 of 1
Words: 0
Insert

Assignment

SET A

1. Create a document and
    a. Put Bullets and Numbers
    b. Apply various Font parameters.
    c. Apply Left, Right, and Centre alignments.
    d. Apply hyperlinks
    e. Insert pictures
    f. Insert ClipArt
    g. Show the use of WordArt
    h. Add Borders and Shading
    i. Show the use of Find and Replace.
    j. Apply header/footers
2. Crate a student table and do the following:
    a. Insert new row and fill data
    b. Delete any existing row
    c. Resize rows and columns
    d. Apply border and shading
    e. Apply merging/splitting of cells
    f. Apply sort
    g. Apply various arithmetic and logical formulas.

SET B

1. Create a document to show the use of Watermark.
2. Create a document with at least three paragraphs and perform editing operations.

SET C

Create a formal letter using a suitable word processing package, like MS Word, to place a purchase order for procurement of books. Use tables for list of books.

Assignment Evaluation

0: Not Done [ ] 1: Incomplete [ ] 2: Late Complete [ ]
3: Needs Improvement [ ] 4: Complete [ ] 5: Well Done [ ]

Signature of Instructor

Assignment no. 04

SET A

1. Create a document with at least two pages to show use of header and footer.
2. Create a document to add various shapes with color and text options. Add border to this pages.

SET B

1. Using word, create September month timetable. It should include the following
   a. time slot
   b. days of week
   c. border
   d. subject in each slot
   e. proper heading
   f. footer: 'FY BCA TIME TABLE'

2. On Microsoft Word, write a leave application to your College Principal, asking for 3 days holiday, as you have to attend your sister's wedding at Nagpur. Create a table for 3 days function, you will be attending. You will be marked on font, font size, letter format, tabbing, line spacing & table.

SET C

1. Create a formal letter using MS Word, to place a purchase order for procurement of books. Use tables for list of books.
2. Open a new document & save it as '3G_Hours_Firstname_Lastname'
   a. Insert a table that is 3 columns wide by 4 rows high.
   b. Enter the information in the table as shown below**.**

Type a.m. and p.m. exactly as shown.		
Monday-Thursday	1 p.m.	10 p.m.
Friday	1 p.m.	11 p.m.
Saturday and holidays	11 a.m.	11 p.m.
Sunday	NOON	11 p.m.

   c. . Select the table and change the settings to **AutoFit to Contents**.
   d . Align left the **first column** of the table.

Assignment Evaluation

0: Not Done [ ] 1: Incomplete [ ] 2: Late Complete [ ]
3: Needs Improvement [ ] 4: Complete [ ] 5: Well Done [ ]

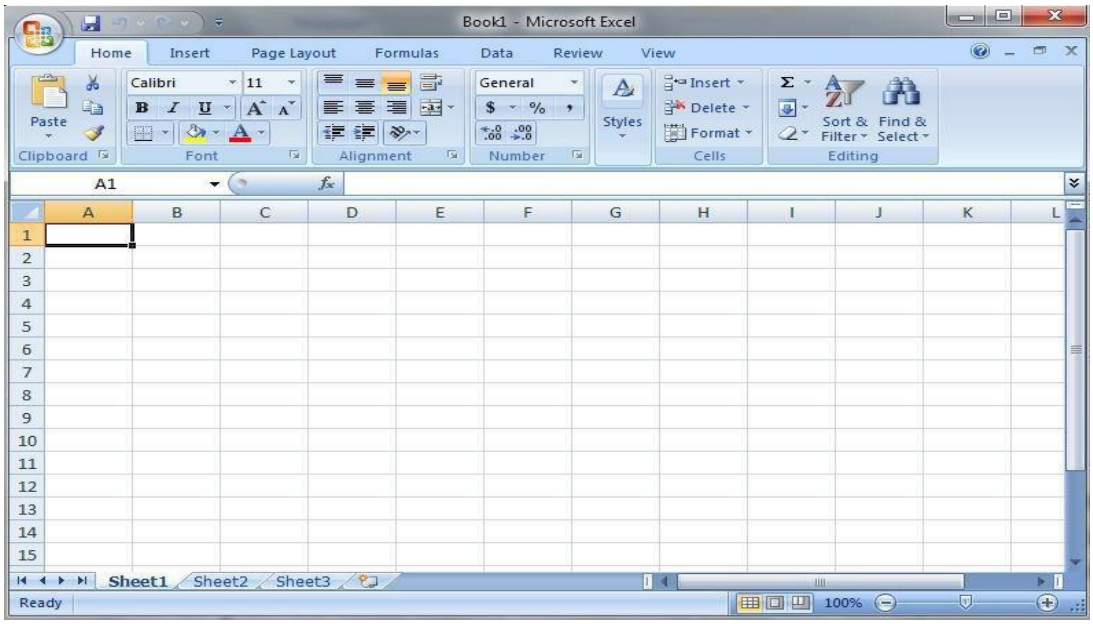
Signature of Instructor

Assignment No 5

TO STUDY MICROSOFT EXCEL

WHAT IS MICROSOFT EXCEL?

Ms-excel is a windows based application package, which is also the member of ms-office family. It can be used to automate accounting, scientific calculation related tasks such as calculations and analysis of data. Ms-excel is easily customizable. It provides a very comfortable environment and assists the user in several ways. When excel starts, worksheet opens automatically. The major elements of the excel screens are toolbars, worksheet and status bar.



- **What is menu bar?**

Menu bar contains several menus which can be invoked by simply clicking on them by a mouse or by using the short cut key combinations from the keyboard .These menus provide access to different commands of excel. Menu bar displays the list of all these menu groups. The menus in excel are

Name	**shortcut key**
File	alt +f (related to file/folder)
Edit	alt +e (related to word processing & text editing)

View alt +v (related to page setting & Layout) Insert

alt +i (related to insertion of types of items)

Format alt +o (for text formatting of Cells, rows)

Tools alt +t (contains tools like auto & spell check)

Data alt +d (has data processing commands)

- **Important Excel functions**

Function	What it does	Examples
sum (n1, n2)	Calculates the total of all values in Parenthesis	=sum(s2;s3) displays the total of all the numbers
Average (n1,n2)	Calculates the avg. Of a group of values	=avg.(t2:t5) display avg. of all no. In cell t2
Count (v1,v2)	Counts the no. Of cells that contain numeric values	=count(w1,w2) if every cell in this range contains
Max (n1,n2)	Finds highest and lowest value in the list	=max(a1,a2)displays highe
Today (n1,n2)	Displays today's date in the cell	=today () calculate the no. Of days
Percentage	Calculates percentage of a group of values	=c2*100/d2 displays the percentage of all the no.

- **What is a workbook and worksheet?**

A workbook is a multi page excel document. Each page in the workbook is called a wok sheet, and the active worksheet is displayed in the document window. At the left end of the horizontal scroll bar are sheet tabs and navigation buttons .Use the sheet tabs to move to another worksheet and the navigation buttons to scroll through the sheet tabs.

- **What are worksheet components?**

Each worksheet is divided into columns, rows and cells separated by gridlines. The first column a, and the letter A appear in the column heading. The horizontal rows are numbered. Each worksheet has 256 columns (a through iv) and 65536 rows.

- **Insert a worksheet?**

To insert a worksheet, go to insert menu and choose worksheet

- **Delete a worksheet?**

To delete a worksheet, click on the work sheet name tab, go to edit menu and choose delete worksheet.

- **Creating graphs and charts**

Excel has powerful graphics and charting features. These are very useful in presentation, in decision making and in analyzing the data.

1. Open the salary worksheet.
2. Select the cells a8 till a13.
3. Hold down ctrl and select he cells h8 till h13.
4. Now we have two ranges of cells, which are required for the pie chart- the names and the net pay of the employees.
5. Click on the chart wizard on the formatting toolbar. The chart wizard appears.
6. In the chart wizard, under the standard types tab, choose pie as chart type.
7. In the sub-type section select the second figure-pie with a 3-d visual effect.
8. Click next. The next step of the chart wizard appears.
9. Click the finish button. The chart appears as an object in the salary worksheet.
10. Click the save button on the standard toolbar to save the worksheet and the chart.

Assignment

SET A

1. Create a table for student information with at least 7 columns.
2. Create table and perform all mathematical functions.

SET B

1. Open a new Workbook and perform these operations:

   a. Enter this data in Sheet1 of the workbook

Name	Maths	English	Computers
Neha	94	80	96
Ankit	90	70	89
Pooja	76	78	70
Rahul	80	77	89
Mayank	78	76	87

   b. Rename worksheet as 'Merit List'
   c. Insert one more worksheet in your workbook & rename it to 'Marks'
   d. Save the workbook by the name 'Report Card'.

2. Create a list of your friends in class using the Custom List option. Enter the names of those friends in an Excel worksheet using the fill handle.

SET C

1. Generation of Electricity Bill.
2. Generation of Salary statement of an employee

Assignment Evaluation

0: Not Done [ ] 1: Incomplete [ ] 2: Late Complete [ ]
3: Needs Improvement [ ] 4: Complete [ ] 5: Well Done [ ]

Signature of Instructor

Assignment No: 06

SET A

1. Create a worksheet to compute mean/median/mode of student percentage.
2. Generate graph to show the production of goods in a company during the last five years.
3. Generation of Telephone Bill

SET B

1. The following are the salaries of five employees. Create a File in MS EXCEL

Pay Roll No	Name	Salary Rs.	Part time Rs.	Accounts
1011	Prasanna	10000	900	1800
1012	Anitha	14000	800	1600
1013	Ravi	18000	700	1700
1014	Saritha	15000	600	1600
1015	Mallika	17000	500	1800

Using Conditional Formatting list out employees who got
a) Less than Rs. 15000 as salary
b) More than Rs. 700 as Part time
c) Between Rs. 1600 and Rs. 1800 as Arrears.

2. Create a MS-Excel worksheet Display a Pie Chart for following data, Also calculate total marks and average marks using functions.

Roll No	Marks out of 500
1	432
2	300
3	400
4	302
5	455

SET C

1. Generate the following worksheet

Roll No.	Marks
2050	67
2051	49
2052	40
2053	74
2054	61
2055	57
2056	45

and do the following:

   a. Crate chart of the marks.
   b. Compute sum of marks using autosum, autocalculate and sum function.
   c. Compute average of marks.
   d. Show pass or fail if marks are above 50 or less than 50
   e. Put header and footer in the spread sheet.

2. Create a Spreadsheet in MS-EXCEL and enter the marks of a student, calculate total and print grade if the student has passed in all subjects.

MARKS SHEET	
Name of a student	XYZ
Class	X

Subjects	Max Marks	Marks obt
English	100	95
Hindi	100	90
Kannada	100	85
Mathematics	100	90
Social Studies	100	99
Physics	100	90
Chemistry	100	85
Biology	100	95
Total	800	729
Percentage		91.125
Grade		S

Assignment Evaluation

0: Not Done [ ] 1: Incomplete [ ] 2: Late Complete [ ]
3: Needs Improvement [ ] 4: Complete [ ] 5: Well Done [ ]

Signature of Instructor

Assignment No 7

Aim: To study Microsoft PowerPoint

- **WHAT IS POWER POINT?**

Power point is a complete presentation graphics package. It has the powerful features like power point wizards, toolbars and power point views to create good slides. It has all the tools required to produce a professional looking presentation, such as text handling, outlining, and drawing graphics, clipart and so on. Speaker supports and aids help you to create truly effective presentations. It has wizard, auto layouts, and a complete set of easy to use tools assuring you to have everything you need to share your knowledge with others.

- Menus of power point

Menu bar has several menus which can be invoked by simply clicking on them, by using a mouse or by using a hot key combination from the keyboard. These menus provide access to different commands of power point. These commands are grouped together in menus. Menu bar displays the list of all these menu groups.

- **What is presentation?**

Power point is a good way to communicate ideas simply and effectively. For complex topics that are rich with details, such as a scientific paper or an annual report. Each presentation consists of one more pages or slides, which can contain text, bulleted lists, graphics, charts and other data types.

- **Insert a new slide**

To insert a new slide, you can perform any of the following tasks.

1. Insert a slide, go to insert menu and choose slide. 2.
Choose a new slide button from standard tool bar.

3. From the power point startup screen, choose blank presentation.
4. If power point is already open, pull down the file menu. Choose new, select blank presentation from the general tab, and click ok.
5. Click the new button on the standard toolbar.

- **Delete a new slide**

To delete a slide, make that slides current slide and choose duplicate slide from the edit menu. Slide will be deleted immediately.

- **Duplicate a slide**

To duplicate a slide make that slide current slide and choose duplicate slide from the edit menu.

- **Creating master slide**

If you want to have certain common items on all the pages without adding them individually to the slides one by one, create a master slide. The items contained in master slide will automatically become the items for all the slides.

- **What are presentation graphics?**

Presentation graphics is an application software available for designing charts. You can perform any of the following tasks.

1. Design characters.
2. Arrange the matter in readable form.
3. Add pictures in the charts.
4. Change the appearance of the alphabets on the charts.
5. Print these charts.

- **To display slide setup**

Ina new presentation, the slides by default have a width of 10inches, height of 7.5 inches and landscape orientation. These settings can be changed using the page setup commands. The procedure for changing the slide setup is follows:

1. Click on the main menu option.
2. Click on the page setup command, the page setup dialogue box with the default settings appear on the screen.
3. Click on the slides sized for dropdown arrow. 4.

Click on letter paper (8.5*11 in).

5. Click on the portrait radio button.

6. Click on the ok button to change slide settings for every slide in your presentation. The slides will now be 10inches in height, have a width of 7.5inches and the orientation will be portrait.

- **Saving a presentation**

To save a presentation on disk, click the save button on the standard or choose save option or save as option from the file menu. Option save is to save the file with current name and save as the command to save file with some other name.

- **To display a slide show**

A presentation can be displayed on the screen by running a slide show. The slides can be advanced manually or automatically. The procedure for running the slide show is:

1. Click on the slide button. At the bottom of the slide to begin the slide show.
2. Select slide show from the view menu to display a dialog box.
3. One slide is displayed at a time each slide fills the entire screen.
4. Click on the left mouse button or press enter or press page down to move one slide forward.
5. When we reach the last slide in the presentation, power point brings us back to the slide view, or any other view that we are in.
6. Click on file menu option
7. Click on close command to close the presentation.
8. Click on exit command to exit from the power point.

- **Adding a clip art to a slide**

1. Choose insert<picture >clipart or double- click a clip art placeholder to open the insert clip art dialog box.
2. Select the picture you want to insert and click insert menu

Assignment

SET A

1. Use Microsoft PowerPoint to create a slideshow entitled "Me!" Your presentation must contain at least five slides, should be eye-catching and have a creative use of visual and audio effects. Your slides should also be edited for correct use of spelling and grammar. You should discuss:

- **Your early life** (where you were born, who's in your family, where you grew up, which elementary school(s) you attended, etc.)
- **The person that you are now** (hobbies, your favorite music, favorite classes, sports you're interested in, what makes you *different* than other people, etc.)
- **What you'd like your future to be** (which high school and college you would like to graduate from, your ideal career after graduation, will you be married?, have children?, etc.)

2. Preapare a power point presentation on Indian Festivals.

SET B

1. Use Microsoft PowerPoint to create a slideshow for Input and Output Devices. Your presentation must contain at least five slides, should be eye-catching and have a creative use of visual and audio effects.

2. Use Microsoft PowerPoint® to create a slideshow entitled "My College!" Your presentation must contain at least five slides, should be eye-catching and have a creative use of visual and audio effects. Give all information of your college.

SET C

1. Make a presentation on "Wild Life" and apply the following:
   a. Add audio and video effects
   b. Apply various Color Schemes
   c. Apply various animation schemes.
   d. Apply Slide Show

Assignment Evaluation

0: Not Done [ ] 1: Incomplete [ ] 2: Late Complete [ ]
3: Needs Improvement [ ] 4: Complete [ ] 5: Well Done [ ]

Signature of Instructor

Assignment No 8

SET A

1. Create a PowerPoint slide show on “Air Polution”
2. Create a PowerPoint slide show on BCA (Science) Course information.

SET B

1. Create a PowerPoint slide show on “Swatch Bharat Mission” with the contents given below.
   - Select a suitable design template and appropriate slide layouts.
   - Graphics that can enhance your presentation may also be inserted. You can replace standard bullet symbols with other graphics.
   - Add animation effects to the bullet items.
   - Add transition and appropriate sound effects.
2. Use Microsoft PowerPoint to create a slideshow entitled “My Resume!”. Your presentation must contain at least five slides, should be eye-catching and have a creative use of visual and audio effects.

SET C

Use Microsoft PowerPoint to create a slideshow entitled “ M.S.Office!”. Your presentation must contain at least five slides, should be eye-catching and have a creative use of visual and audio effects

Assignment Evaluation

0: Not Done [ ] 1: Incomplete [ ] 2: Late Complete [ ]
3: Needs Improvement [ ] 4: Complete [ ] 5: Well Done [ ]

Signature of Instructor