



**NILGIRI COLLEGE
OF ARTS AND SCIENCE**
(Affiliated to Bharathiar University)

PG DEPARTMENT OF COMMERCE
COMPUTER APPLICATIONS PRACTICALS
PRACTICAL RECORD

2022 – 2023

NAME:

REGISTER No:

CLASS :

SEMESTER:



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NAME: **CLASS:**

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**Certified that this is the bonafide record of work done by the above student
of Master in Commerce (M.Com) in the Computer Application Practical
laboratory during the year**

2022-2023

Staff in-charge

Head of the Department

Submitted for the Practical Examination held on

Internal Examiner

External Examiner

CONTENTS

EX. NO	DATE	TITLE	PAGE NO	SIGNATURE
		MS WORD		
1		COST AUDIT REPORT USING MS-WORD		
2		QUESTIONNAIRE IN THE SPECIALIZATION FOR MARKETTING/FINANCES/HR USING MS-WORD		
3		SAMPLE RESEARCH REPORT USING MS-WORD		
4		BALANCE SHEET USING MS-WORD		
5		ORGANIZATIONAL CHART USING MS-WORD		
6		EMPLOYEE PERFORMANCES APPRAISAL USING MS-WORD		
7		CV PREPARATIONS USING MS-WORD		
		MS-POWERPOINT		
1		DIAGRAM PRESENTATION USING MS- POWERPOINT		
2		SAMPLE RESEARCH PRESENTATION USING MS-POWERPOINT		
		MS-EXCEL		
1		CUSTOMER DETAILS OF A BANK USING MS-EXCEL		
2		EMPLOYEE DETAILS USING MS-EXCEL		
3		PAYROLL PREPARATION USING MS-EXCEL		

[illegible]

MS-WORD

MS-POWERPOINT

MS-EXCEL

MS-ACCESS

INTERNET

Date :

1. COST AUDIT REPORT USING MS-WORD

Objective: To prepare the cost audit report by using MS-Word.

Steps:

1. My Computer→All programs→MS-office→MS-Word
2. Open a new document and save the file in Desktop with any valid user name such as “My cost audit report.doc”
3. Prepare the cost audit report using with an option for
 - A) Right alignments, Bold the important words.
 - B) Centre aligns the second paragraph and performs italics for the important words.
 - C) Change third paragraph into two column paragraph.
 - D) Insert page numbers at the bottom, Insert date, time and heading in the header section.
 - E) Character spacing for side headings.
4. Save the file and Close.

Result:

The cost audit report prepared by using MS-Word as per the given guidelines.

Date: **2 .QUESTIONNAIRE IN THE SPECIALIZATION FOR
MARKETING/ FINANCE / HR USING MS-WORD**

Objective: To prepare the sample set of questionnaires in the specialization of Finance by using MS-Word.

Steps:

- 1. My Computer→All programs→MS-office→MS-Word**
- 2. Open a new document and save the file in Desktop with any valid user name such as “Questions.doc”**
- 3. Prepare the sample set of questionnaires in the specialization of Finances per the following guidelines;**
 - **Use bullets & numbering**
 - **Check the spelling according to British English**
 - **Use thesaurus to replace a word**
 - **Use drop cap**
- 4. Save the file and Close.**

Result:

The program completed by using MS-Word as per the given guidelines.

Date:

3.SAMPLE RESEARCH REPORT USING MS-WORD

Objective: Type a sample research report and perform the following functions: Insert symbols, caption, page break, justification of text, indent a text, rearrange paragraphs using mouse.

Steps:

1. My Computer→All programs→MS-office→MS-Word
2. Open a new document and save the file in Desktop with any valid user name such as Researchreport.doc
3. Type a sample research report and perform the following functions:
 - Insert symbols, caption, page break, justification of text, indent a text, rearrange paragraphs using mouse.
4. Save the file and Close.

Result:

The program completed by using MS-Word as per the given guidelines.

Date:

4.BALANCE SHEET USING MS-WORD

Objective: Type a published horizontal form of a balance sheet of a company

Steps:

1. My Computer→All programs→MS-office→MS-Word
2. Open a new document and save the file in Desktop with any valid user name such as “Balancesheet.doc”
3. Type a published horizontal form of a balance sheet of a company and perform the following Tables:
 - Insert, delete rows & columns Borders: -top & bottom only Auto format tables Change backgrounds to differentiate heading of the table with others.
4. Save the file and Close.

Result:

The program completed by using MS-Word as per the given guidelines.

Date:

5.ORGANIZATIONAL CHART USING MS-WORD

Objective: Identify an organization and prepare an organizational chart prevailing in that concern.

Steps:

1. My Computer→All programs→MS-office→MS-Word
2. Open a new document and save the file in Desktop with any valid user name such as “Organizationchart.doc”
3. Then prepare the organizational chart prevailing in any concern (Educational Institution/Commercial concern)
4. Save the file and Close.

Result:

The program completed by using MS-Word as per the given guidelines.

Date:

6.EMPLOYEE PERFORMANCE APPRAISAL USING MS-WORD

Objective: To Prepare a table showing Employees Performance appraisal system

Steps:

- 1. My Computer→All programs→MS-office→MS-Word**
- 2. Open a new document and save the file in Desktop with any valid user name such as “Appraisal.doc”**
- 3. Prepared the table showing Employees Performance appraisal system, using the following for:**
 - **Use auto format for tables.**
 - **Change the text colour of the headings.**
 - **Sort the employees in the alphabetical order.**
 - **Link the employees’ address using hyperlink.**
 - **Merge two cells.**
- 4. Save the file and Close.**

Result:

The program completed by using MS-Word as per the given guidelines.

Date:

7.CV preparation USING MS-WORD

Objective: To Prepare a Curriculum Vitae

Steps:

- 1. My Computer→All programs→MS-office→MS-Word**
- 2. Open a new document and save the file in Desktop with any valid user name such as “Mycv.doc”**
- 3. Prepared the Curriculum Vitae.**
- 4. Save the file and Close.**

Result:

The program completed by using MS-Word as per the given guidelines.

Date :

1. DIAGRAM PRESENTATION USING MS-POWER POINT

Objective: Draw diagrams of different packing labels in MS Word and display it in PowerPoint.

Steps:

1. My Computer→All programs→MS-office→MS-PowerPoint
2. Open a new document and save the file in Desktop with any valid user name such as “presentation1.ppt”
3. Using some sample diagrams the display it in PowerPoint presentation is prepared.
4. Save the file and Close.

Result:

The cost audit report prepared by using MS-PowerPoint as per the given guidelines.

Date:

2. SAMPLE RESEARCH PRESENTATION USING MS-POWER POINT

Objective: Create contents of a sample research report on your area of specialization.

Steps:

1. My Computer→All programs→MS-office→MS-PowerPoint
2. Open a new document and save the file in Desktop with any valid user name such as “Presentation 2.doc”
3. Prepared the contents of a sample research report any specialization
4. Save the file and Close.

Result:

The program completed by using MS-PowerPoint as per the given guidelines.

Date: **1. CONNECT THE INTERNET THROUGH A BROWSER**

Objective: Collect and create a database for maintaining the address of the policy holders of an Insurance company

Steps:

1. My Computer→Browse any web browser
2. Type the web address (www) for any desired site or an organization
3. If the web address is valid / existing, content page will be displayed or else shows an error message.
4. Exit by click mouse

Result:

The result has been displayed by using an Internet

**Date : 1. CREATE A DATA BASE FOR MAINTAINING THE
ADDRESS OF THE POLICY HOLDERS USING MS-ACCESS**

Objective: Collect and create a database for maintaining the address of the policy holders of an Insurance company

Steps:

1. My Computer→All programs→MS-office→MS-Access
2. Open a new document and save the file in Desktop with any valid user name.
3. Collect and create a database for maintaining the address of the policy holders of an Insurance company with the following constraints:
 - I. Policy Number should be the primary key
 - II. Name should not be empty
 - III. Maintain at least 10 records
4. Save the file and Close.

Result:

The result has been displayed by using MS-Access as per the given guidelines.

Date : 1. CUSTOMER DETAILS OF A BANK USING MS-EXCEL

Objective: Prepare a table showing the customer details of a bank.

Steps:

- 1. My Computer→All programs→MS-office→MS-Excel**
- 2. Open a new document and save the file in Desktop with any valid user name such as “Customer.xls”**
- 3. Prepare a table showing the customer details of a bank. [Customer name, Nature of account, Account Number, Address, E-Mail ID] and Perform the following: Delete the customer who had closed the A/c. Insert a row in between the 1st & 2nd customer. Insert a column in between Address & Email ID and Name it as Telephone Number Hide the column ‘Address’**
- 4. Save the file and Close.**

Result:

The result has been displayed by using MS-Excel as per the given guidelines.

Date :

2. EMPLOYEE DETAILS USING MS-EXCEL

Objective: Create a table of any company with the an employee details such as Name of the employees, Name of the department, Net Pay, City Address

Steps:

1. My Computer→All programs→MS-office→MS-Excel
2. Open a new document and save the file in Desktop with any valid user name such as “Employee.xls”
3. Create a table of a company with the following details ;
 - 1.Name of the employees, Name of the department, Net Pay, City Address]
Copy the production department employees in sheet number
 2. Copy the details of the employees staying in Coimbatore city. Find the person who is getting a maximum salary.
4. Save the file and Close.

Result:

The result has been displayed by using MS-Excel as per the given guidelines.

Date :

3. PAYROLL PREPARATION USING MS-EXCEL

Objective: Create a table of any company with the employee details such as Name of the employees, Name of the department, Net Pay, City Address and do the basic operation with table.

Steps:

- 1. My Computer→All programs→MS-office→MS-Excel**
- 2. Open a new document and save the file in Desktop with any valid user name such as “Payroll.xls”**
- 3. Prepare payroll for the employees (10 employees) of an organization and count the number of employees who are getting the salary of more than Rs.10,000/-. Calculate with the following components (DA, HRA, CCA, EPF, and LIC) as a percentage of basic pay and sum the total basic pay, net pay of all employees.**
- 4. Save the file and Close.**

Result:

The result has been displayed by using MS-Excel as per the given guidelines.