**Practical**

Text Editor

1. Prepare a grocery list having four columns (Serial number, The name of the product,  quantity and price) for the month of April, 06.

• Font specifications for Title (Grocery List): 14-point Arial font in bold and italics.  • The headings of the columns should be in 12-point and bold.

• The rest of the document should be in 10-point Times New Roman.

• Leave a gap of 12-points after the title.

2. Create a telephone directory. • The heading should be 16-point Arial Font in bold  • The rest of the document should use 10-point font size

• Other headings should use 10-point Courier New Font.

• The footer should show the page number as well as the date last updated.

3. Design a time-table form for your college.

• The first line should mention the name of the college in 16-point Arial Font and  should be bold.

• The second line should give the course name/teacher’s name and the department in  14-point Arial.

• Leave a gap of 12-points.

• The rest of the document should use 10-point Times New Roman font.  • The footer should contain your specifications as the designer and date of creation.

4. BPB Publications plans to release a new book designed as per your syllabus. Design the  first page of the book as per the given specifications.

• The title of the book should appear in bold using 20-point Arial font.

• The name of the author and his qualifications should be in the center of the page in  16-point Arial font.

• At the bottom of the document should be the name of the publisher and address in  16-point Times New Roman.

• The details of the offices of the publisher (only location) should appear in the footer.

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5. Create the following one page documents.

a. Compose a note inviting friends to a get-together at your house, Including a list of  things to bring with them.

b. Design a certificate in landscape orientation with a border around the document.  c. Design a Garage Sale sign.

d. Make a sign outlining your rules for your bedroom at home, using a numbered list.

6. Create the following documents:

a. A newsletter with a headline and 2 columns in portrait orientation, including at least  one image surrounded by text.

b. Use a newsletter format to promote upcoming projects or events in your classroom  or college.

7. Convert the given text to a table, using comma as delimiter .

8.Create a table in the document with the given number of rows and columns and fill  different type of data in cells. Align text data as instructed, set the format of number data as  describe.

9. Enter data into a table given below.

|  |  |  |  |
| --- | --- | --- | --- |
| **Salesperson** | **Dolls** | **Trucks** | **Puzzles** |
|  | . |  |  |
|  |  |  |  |

Sort the table as instructed.

10. Wrapping of text around the image.

11. Create your resume by incorporating suitable text formatting options. 12. Following features of menu option must be covered :

FILE Complete menu

EDIT Complete menu

VIEW Complete menu

INSERT Complete menu

FORMAT Complete menu

TABLE Complete menu

WINDOW Complete menu

HELP Complete menu

TOOLS All options except Online

collaboration, Tools on Macro,

Templates

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Spread sheet

1. Enter the data in Excel Sheet, as per the following structure

REGIONAL SALES PROJECTION

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| State | Qtr1 | Qtr2 | Qtr3 | Qtr4 | Qtr Total | Rate | Amount | Total average |

(a) Apply Formatting as follow:

i. Title in TIMES NEW ROMAN

ii. Font Size - 14

iii. Remaining text - ARIAL, Font Size -10

iv. State names and Qtr. Heading Bold, Italic with Gray Fill Color.

v. Numbers in two decimal places.

vi. Qtr. Heading in center Alignment.

vii. Apply Border to whole data.

(b) Calculate State and Qtr. Total

(c) Calculate Average for each quarter

(d) Calculate Amount = Rate \* Total.

2. Given the following worksheet

**A B C D**

1 Roll No. Name Marks Grade

2 1001 Sachin 99

3 1002 Sehwag 65

4 1003 Rahul 41

5 1004 Sourav 89

6 1005 Har Bhajan 56

Calculate the grade of these students on the basis of following guidelines:  If Marks Then Grade

>= 80 A+

>= 60 < 80 A

>= 50 < 60 B

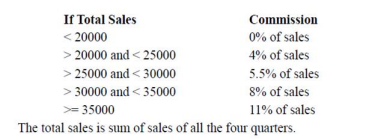
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2. Given the following worksheet for storing salesman(alphanumeric) and sales for four  quarters.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Salesman | Sales(in INR) | | | |  |  |
| No. | Qtr1 | Qtr2 | Qtr3 | Qtr4 | Total  Sales | Commission |

Calculate the commission earned by the salesman on the basis of following  candidates:

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4. A company XYZ Ltd. pays a monthly salary to its employees which consists of basic  salary, allowances & deductions. The details of allowances and deductions are as follows:

Allowances

**•** HRA Dependent on Basic

30% of Basic if Basic <=1000

25% of Basic if Basic>1000 & Basic<=3000

20% of Basic if Basic >3000

**•** DA Fixed for all employees, 30% of Basic

**•** Conveyance Allowance Rs. 50/- if Basic is <=1000

Rs. 75/- if Basic >1000 & Basic<=2000

Rs. 100 if Basic >200012

• Entertainment Allowance NIL if Basic is <=1000

 Rs. 100/- if Basic > 1000

Deductions

**•** Provident Fund 6% of Basic

**•** Group Insurance Premium Rs. 40/- if Basic is <= 1500

Rs. 60/- if Basic > 1500 & Basic <= 3000

Rs. 80/- if Basic > 3000

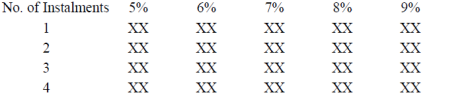
Calculate the following:

Gross Salary = Basic + HRA + DA + Conveyance + Entertainment

Total deduction = Provident Fund + Group Insurance Premium

Net Salary = Gross Salary – Total Deduction

5. Create Payment Table for a fixed Principal amount, variable rate of interests and time in  the format below:

6. Use an array formula to calculate Simple Interest for given principal amounts given the  rate of Interest and time

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Rate of Interest 8%

Time 5 Years

|  |  |  |
| --- | --- | --- |
| Principal | Simple Interest | Compound Interest |
|  |  |  |
|  |  |  |

7. The following table gives year-wise sale figure of ten salesmen in INR.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Salesman | 2000 | 2001 | 2002 | ……….. | 2009 |
| S1  S2  .  .  .  . | . . . . |  |  |  |  |

(a) Calculate total sale year wise.

(b) Calculate the net sale made by each salesman

(c) Calculate the maximum sale made by the salesman

(d) Calculate the commission for each salesman under the condition.

(*i*) If total sales >4,00,000 give 5% commission on total sale made by the salesman.  (*ii*) Otherwise give 2% commission.

(*e*) Draw a bar graph representing the sale made by each salesman.13

(f) Draw a pie graph representing the sale made by salesman in 2000.

8. Design an Excel Sheet for storing the following data:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Expenses | Jan | Feb | March | Quarter  Total | Quarter  Average |
| Telephone Rent  .  .  . | 600  50  .  .  . | …. | …. |  |  |

Given, monthly income is 1,475 INR

(a) Calculate Quarter total and Quarter average.

(b) Calculate Monthly total.

(c) Surplus = Monthly income - Monthly total.

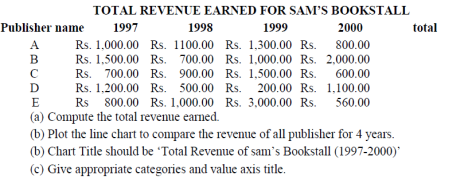
(d) What would be total surplus if monthly income is 1500.

(e) How much does telephone expense for March differ from quarter average.  (f) Create a 3D column graph for telephone and utilities.

(g) Create a pie chart for monthly expenses.

**9.** Create an excel sheet for storing revenue earned(yearly) as given in the following sample:

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10. Generate 25 random numbers between 0 & 100 and find their sum, average and count.  How many no. are in range 50-60?

**References**

1. Goel, A. (2010). *Computer Fundamentals*, Pearson Education.

**Additional Resources:**

1. Aksoy, P. & Nardis, L. De. (2006), *Introduction to Information Technology*, Cengage  Learning.

2. Sinha, P. K. (2007), *Fundamentals of Computers*, BPB Publishers.

**Course Teaching Learning Process**

● Use of ICT tools in conjunction with traditional class-room teaching methods ● Interactive sessions

● Class discussions

Tentative weekly teaching plan is as follows:

|  |  |
| --- | --- |
| **Week** | **Topics** |
| 1-2 | Introduction: Introduction to logical organization of computer,  input and output devices like keyboard, mouse, joystick, Scanner,  OCR, OMR, Monitor, Printer, Plotter, (with connections and  practical demo), |
| 5 | Storage Devices: Primary memory, secondary memory, Auxiliary  memory |
| 6-7 | User Interface: Operating system as user interface |

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