MASTERING OFFICE LABORATORY 2022

MASTERING OFFICE LABORATORY			
Course Code	**21CSL381**	**CIE Marks**	**50**
Teaching Hours/Week (L: T: P: S) (0:0:2:0)	**Credits (0:1:1:0)**	**SEE Marks**	**50**
Total Hours of Pedagogy	**12 Lab slots**	**Total Marks**	**100**
Credits	**01**	**Exam Hours**	**02**

Course objectives:

This course will enable students to experience practically on:

1. Learn to Create, edit, save and print document with various options available.
2. Attain the knowledge about spreadsheet with formulae, create effective charts and analyse data using pivot table and pivot chart.
3. Gain Knowledge to Create simple presentations with various options available.
4. Acquire Knowledge to Create Database and retrieve required data using Queries.
5. Demonstrate the ability to apply application software in an office environment.

LIST OF EXPERIMENTS

1. Create a Resume, specifying personal details like Name, Father name, Mother name, dob, address, photograph of yours using smart art, Education details in table form, skills learnt, personal strengths, extra circular activities and hobbies using Bullets,and projects completed using numbering and internship undergone specifying organization with hyperlink, and do alignment using justify and also use footers along with page numbers.

2. Write a thank you letter to your professors and send the letter using mail merge. Create an Excel Sheet, it should Contain details of all professors like Name, College name, College address and mail.

3. Create a student table for internal marks, where table should contain student name, Attendance CIE1,CIE2,CIE3 columns,calculate the average of 3 internals that should be listed in final CIE column, percentage and eligibility checking for SEE criteria using formula and function for 20 students. Display the word “Eligible” or “Ineligible” under a column called Description.

Requirements:

a. Average CIE marks should be greater than or equal to 20 to be eligible.

b. A student is eligible only if he/she has an attendance>= 85% else he/she fails even though average CIE marks >=20.

c. Student with 85% and above display a word “Fast Learner” and 40% and below display a word “Slow Learner”.

4.Create sales report table of 15 salesman of an electronic gadget as product, Specify Quantity, Region,Price and total sales for each product.

Salesman_name	Product	Region	Quantity	price	Total_sale

a. Find the sum of sales for salesman “peter” for the product “Laptop”.
b. Fetch John’s product price
c. Find the average of sales for salesman “Smith” for the product “Mobile”.
d. Fetch row number for the product “Television”.
e. Plot pivot chart.

5.Design a power presentation on new technology(IOT) where slides should include introduction, technologies used, how IOT works ,applications of IOT, advantages and Disadvantages of IOT and include Thank you slide at the end. Apply Transitions, Animations, sounds, Action on mouseclick and Action on Mouseover.

6. Activate a database package that you are familiar with and create a database file MOTORS.Create a table within this database and use the following structure, set all the fields to their appropriate data types and Vehicle No Plate as primary key.

Field_name	Data type
Vehicle_no	text
Car_model_name	text
Manufactured_date	Date
Country_of_origin	text
Price	Currency

Save the table as CARSTABLE

1. Create a query to retrieve all Toyota vehicles whose price is above $1500. Name the query Toyota .
2. Create a query to retrieve all vehicles manufactured from January 2018 up to June 2018, name that query, date query.
3. Create a query to retrieve all vehicles manufactured in Japan and name that query as Japan.

7.Create a table within STUDENT database and use the following structure:

Field name	Data type
USN	Text
First_name	Text
Sur_name	Text
DOB	Date/Time
Age	Number
Section	Text
Mobile_num	Text
Result	Specifty your own option
Fee_paid	Number
Address	Text
pincode	Number

Specify input and Validation rule for Mobile number,Section. Save the Table as Student_table.

1. Create an input form with ADD and SAVE button to input records into table.
2. Create a Query to retrieve the student who belong to “A” section and Result is “Pass”.
3. Create a Query to retrieve the student who have paid fee more than 50000.
4. Create a Query to retrieve the Student whose address postfix with “India”.
5. Create a Query to retrieve the student whose first name strats with “A”.
6. Create a Query to retrieve the student who have been born between july 2003 to november 2003.

1. Create a Resume, specifying personal details like Name, Father name, Mother name,

dob, address, photograph of yours using smart art, Education details in table form, skills learnt, personal strengths, extra circular activities and hobbies using Bullets,and projects completed using numbering and internship undergone specifying organization with hyperlink, and do alignment using justify and also use footers along with page numbers.

STEP 1: Open MS-Word by click on START button, go to All Programs, then select Microsoft Office Word 2010.

STEP 2: To open a new document, Click on Office Button then select New --> Blank Document then click on create option.

STEP 3: To insert picture go to INSERT tab-->click on Picture ->select Picture from file ->Insert.

STEP 4: To insert table go to INSERT tab-->select number of rows and columns->Insert.

STEP 5: To create Hyperlink, go to HOME tab->select hyperlink->specify URL of respective Organization.

RESUME

Name: Raju
Address: Bangalore, Karnataka, India
Email: Raju15@gmail.com
Mob: 9874563195

CAREER OBJECTIVE

To work for an organization which provides me the opportunity to improve my skills and knowledge to grow along with the objective of the organization.

EDUCATION

QUALIFICATION	INSTITUTE	YEAR OF PASSING	PERCENTAGE
DEGREE	VMSIT	2019	75%
PU	Presidency college	2015	73%
SSLC	Oxford school	2013	85%

TECHNICAL SKILLS

- C
- C++
- Java

PROJECTS DURING UG

1. **Project Title : Social Collaboration In Mobile Cloud Based Learning**

Tools Used **:** Java (jdk1.6),j2ee,Android SDK 4.0, XML, Win XP, Jelastic Cloud, Win- SCP software

Overview **:** Coded and developed an android application called **"**M-Learning**"**.

The ways of delivering education services are changing very quickly. A newly emerged form of e-learning is mobile learning (m-learning).Mobile learning enables learners to achieve collaborative learning In such a collaborating learning scenario education providers are interested in delivering services using learning management systems (LMS) to assemble all needed materials, while enabling easy access and user-friendly interfaces. So we adopt a technique of learning the learner's behaviour and offer them computational choices to build a better collaborative learning context. We achieve this by using "Kolb learning" which identifies learning flow of learners. It is extensively adopted by many educators to seek the best teaching strategy to guide effective teamwork.

INTERNSHIP TRAINING UNDERGONE

Organisation : IBM

PERSONAL STRENGTHS

- ✓ .Comprehensive Problem Solving.
- ✓ Ability to deal with people diplomatically.
- ✓ Willingness to learn technology.
- ✓ Excellent analytical capabilities, self-motivated, quick learner.

EXTRA CURRICULAR ACTIVITIES

- ❖ Worked as a **coordinator** in various activities in college.

- Actively took part in Painting competition.

HOBBIES

- Learning New Technologies.
- Singing.
- Solving puzzles.

PERSONAL DETAILS

Date of Birth	: 15/11/1997
Father's Name	: Gangaraju.s
Mother's Name	: Latha.R
Languages known	: Kannada, English, Hindi
Nationality	: Indian
Marital Status	: Unmarried
Permanent Address	: Bangalore, Karnataka, India

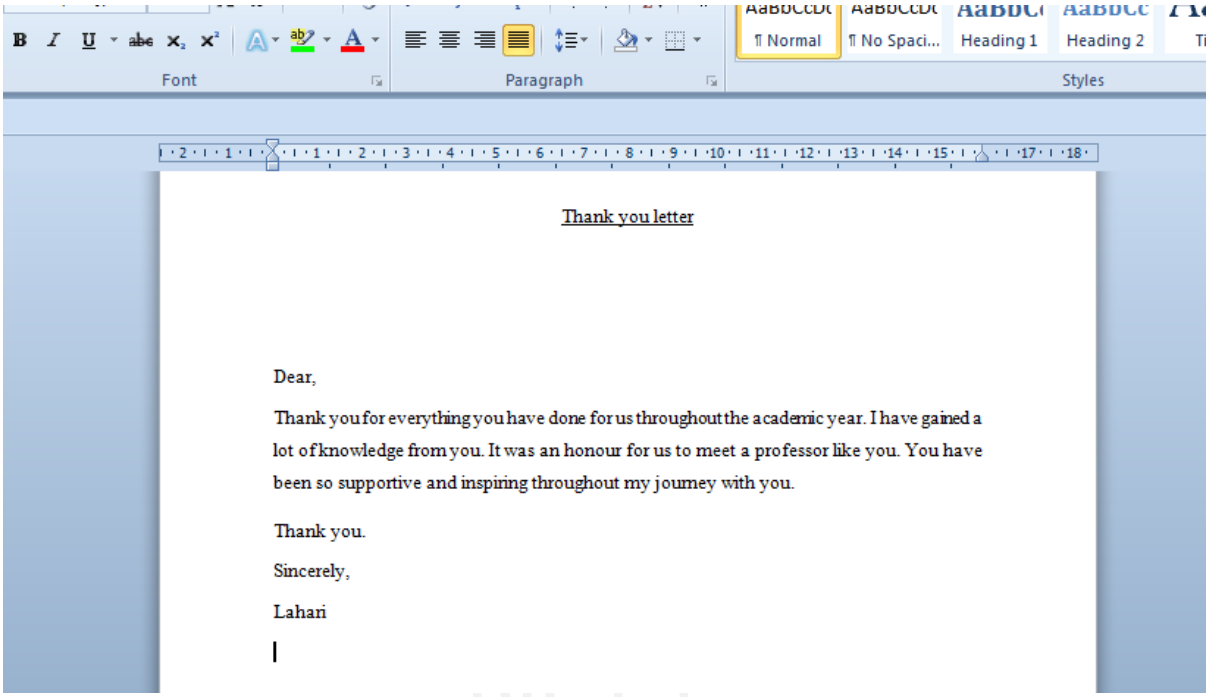
DECLARATION

I hereby declare that the above mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above mentioned particulars.

Place: **raju**

Date: **(your name)**

2.Write a thank you letter to your professors and send the letter using mail merge.Create an Excel Sheet, it should Contain details of all professors like Professor Name, College name, College address and mail.



Thank you letter

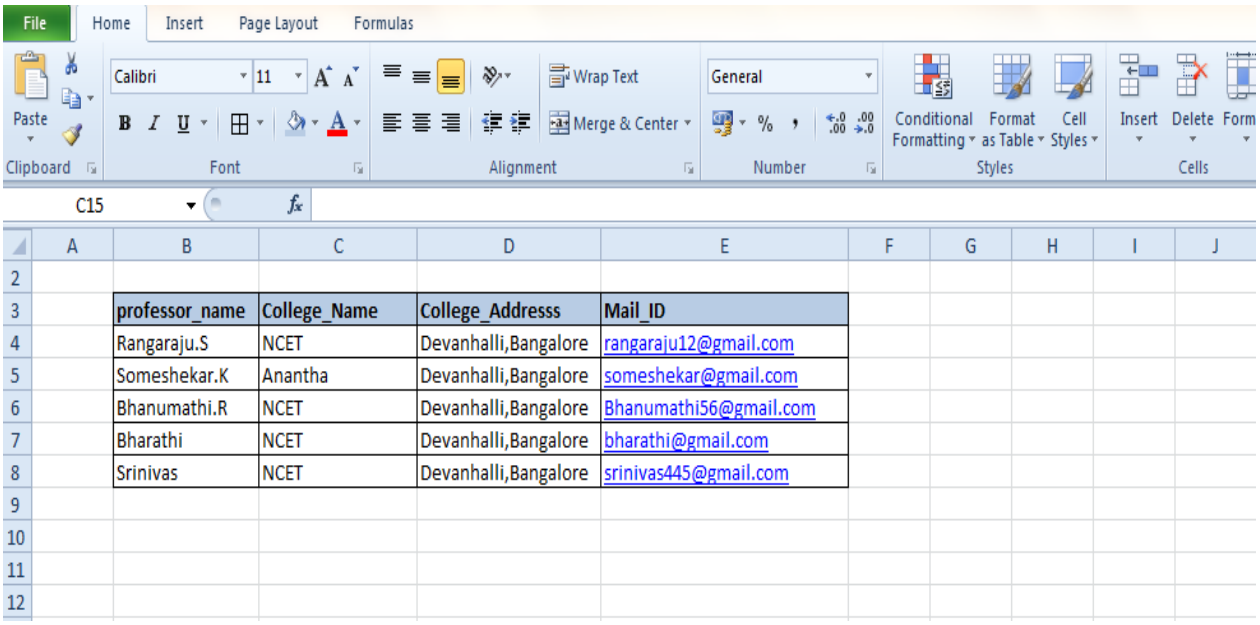
Dear,

Thank you for everything you have done for us throughout the academic year. I have gained a lot of knowledge from you. It was an honour for us to meet a professor like you. You have been so supportive and inspiring throughout my journey with you.

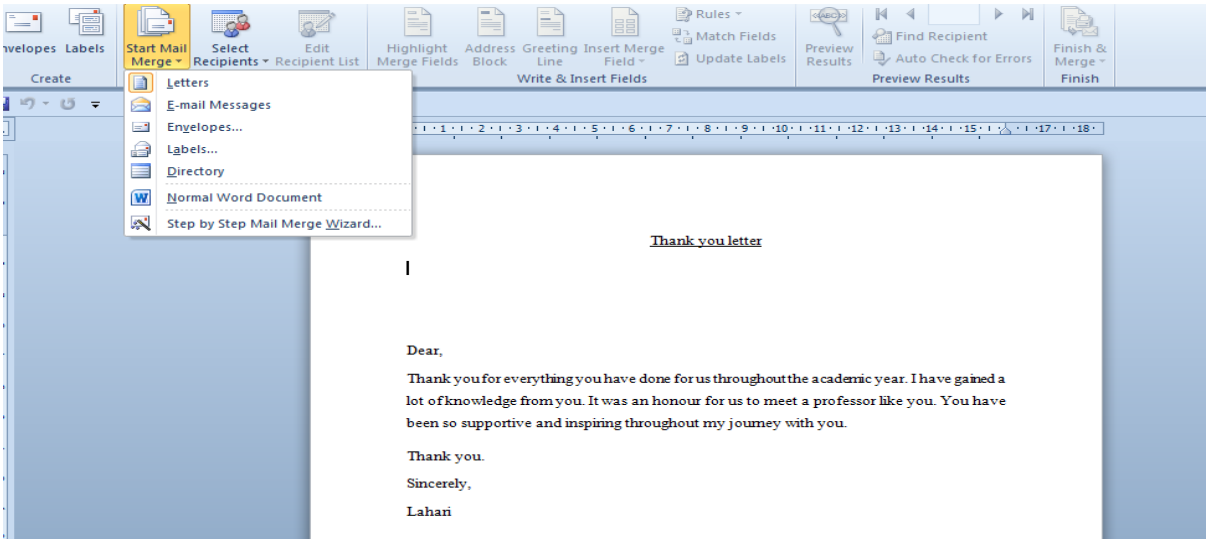
Thank you.

Sincerely,

Lahari



	professor_name	College_Name	College_Addresss	Mail_ID
4	Rangaraju.S	NCET	Devanhalli,Bangalore	rangaraju12@gmail.com
5	Someshekar.K	Anantha	Devanhalli,Bangalore	someshekar@gmail.com
6	Bhanumathi.R	NCET	Devanhalli,Bangalore	Bhanumathi56@gmail.com
7	Bharathi	NCET	Devanhalli,Bangalore	bharathi@gmail.com
8	Srinivas	NCET	Devanhalli,Bangalore	srinivas445@gmail.com


Start Mail Merge
Select Recipients
Edit Recipient List
Highlight Merge Fields
Address Block
Greeting Line
Insert Merge Field
Rules
Match Fields
Update Labels
Write & Insert Fields
Preview Results
Find Recipient
Auto Check for Errors
Preview Results
Finish & Merge
Finish
Create
Letters
E-mail Messages
Envelopes...
Labels...
Directory
Normal Word Document
Step by Step Mail Merge Wizard...
Thank you letter
Dear,
Thank you for everything you have done for us throughout the academic year. I have gained a lot of knowledge from you. It was an honour for us to meet a professor like you. You have been so supportive and inspiring throughout my journey with you.
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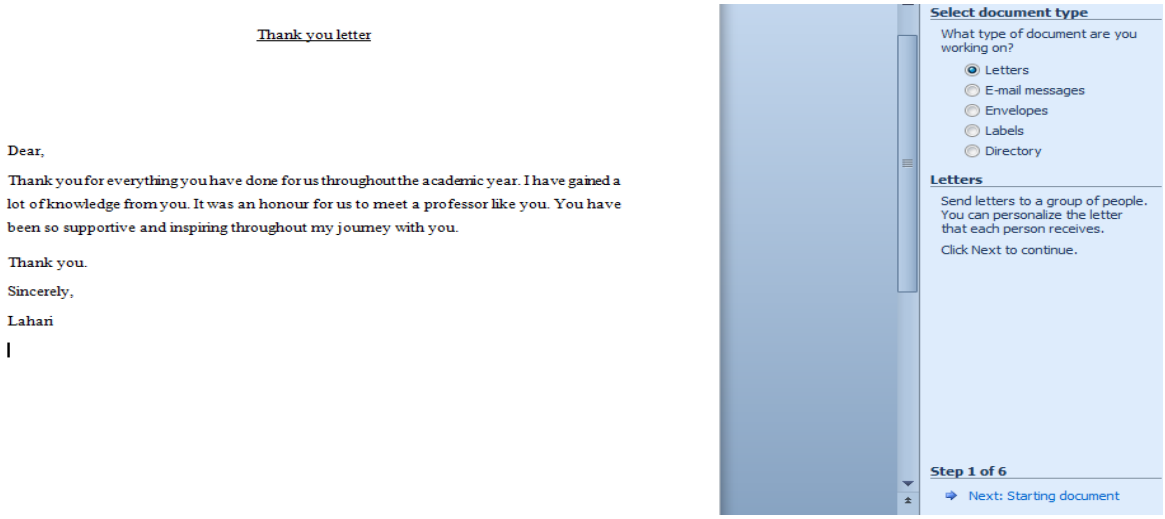
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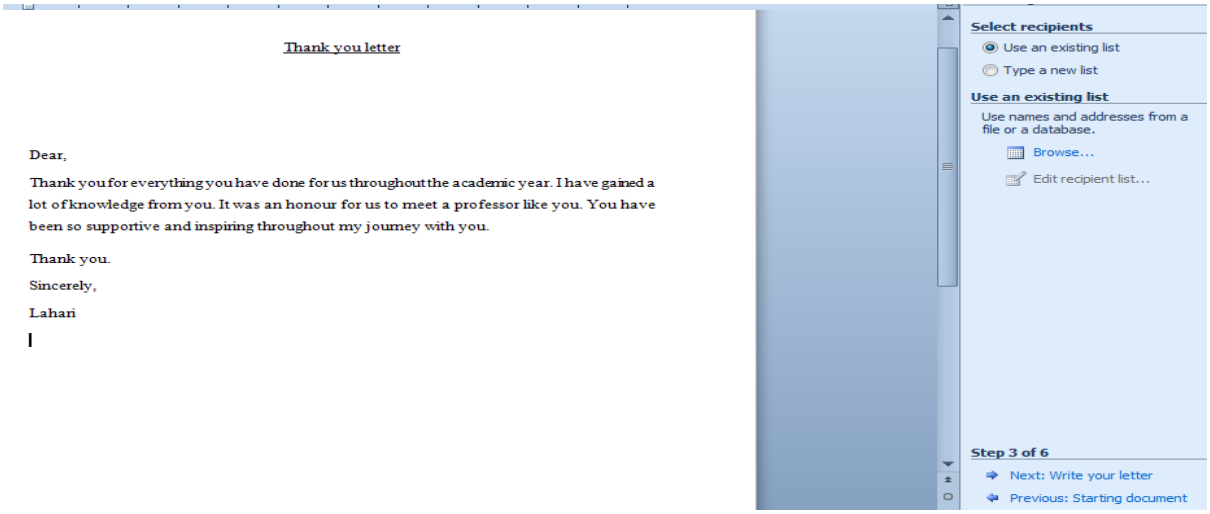
Thank you.
Sincerely,
Lahari
Select document type
What type of document are you working on?
Letters
E-mail messages
Envelopes
Labels
Directory
Letters
Send letters to a group of people. You can personalize the letter that each person receives.
Click Next to continue.
Step 1 of 6
Next: Starting document


Thank you letter
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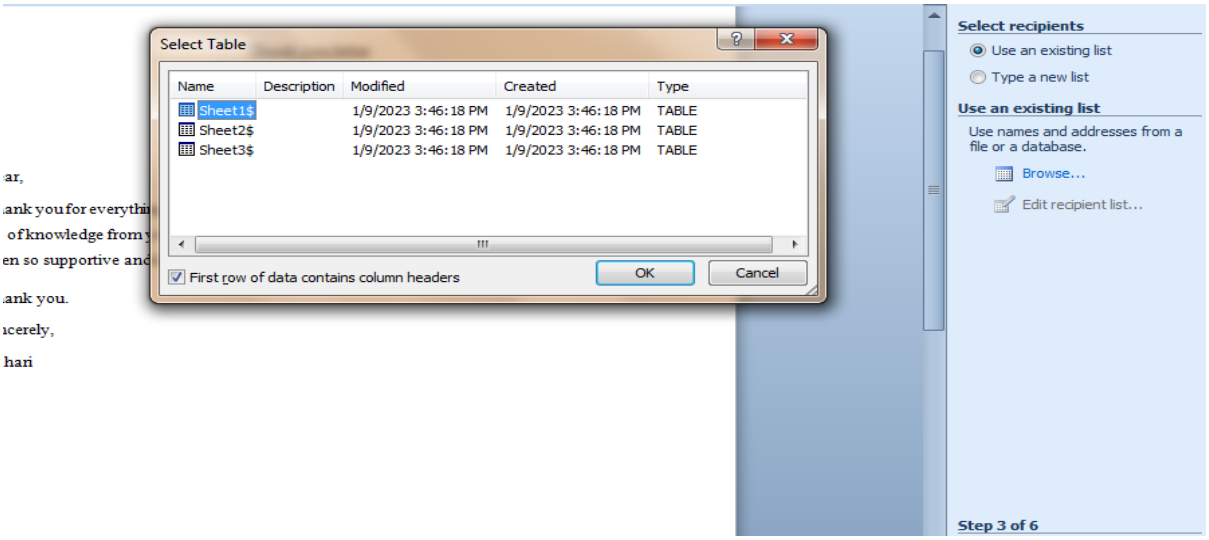
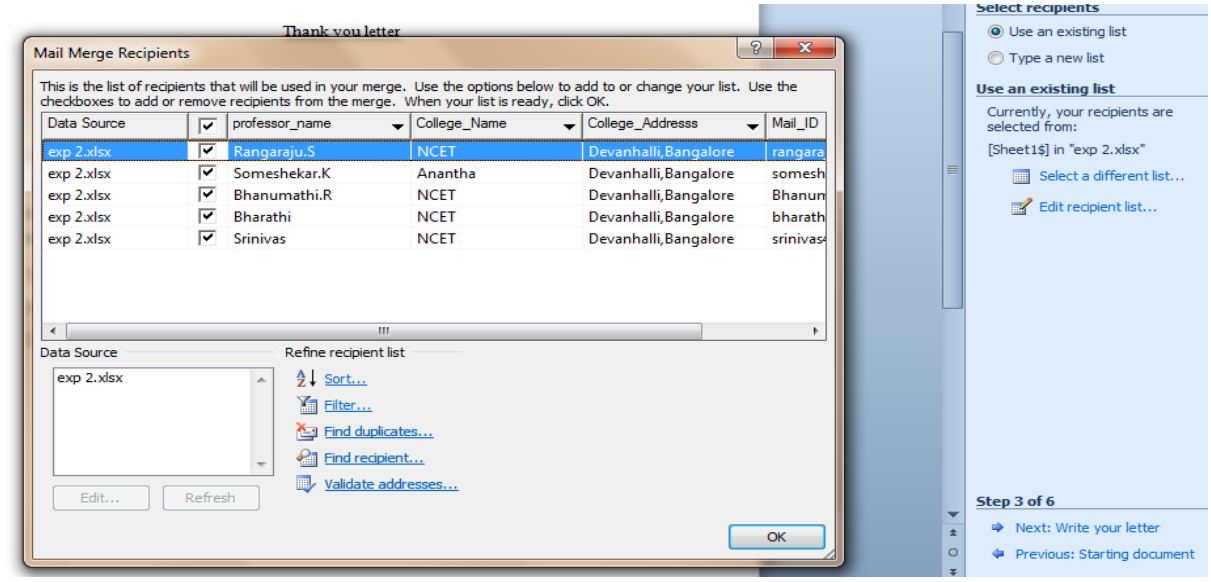
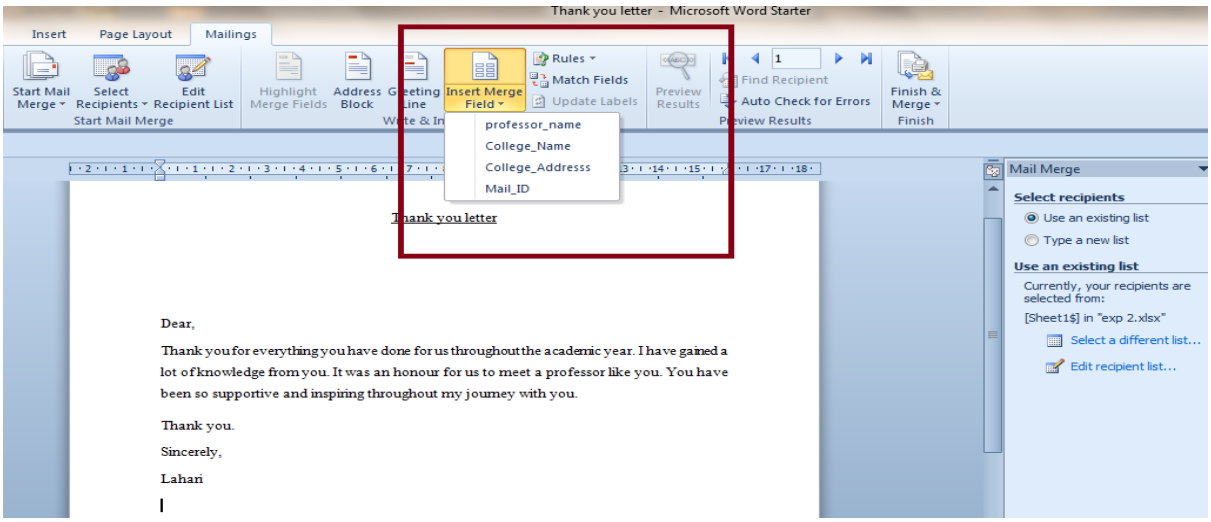
Thank you.
Sincerely,
Lahari
Select recipients
Use an existing list
Type a new list
Use an existing list
Use names and addresses from a file or a database.
Browse...
Edit recipient list...
Step 3 of 6
Next: Write your letter
Previous: Starting document


Select Table
Name
Description
Modified
Created
Type
Sheet1$
Sheet2$
Sheet3$
1/9/2023 3:46:18 PM
TABLE
First row of data contains column headers
OK
Cancel
Select recipients
Use an existing list
Type a new list
Use an existing list
Use names and addresses from a file or a database.
Browse...
Edit recipient list...
Step 3 of 6


Thank you letter
Mail Merge Recipients
This is the list of recipients that will be used in your merge. Use the options below to add to or change your list. Use the checkboxes to add or remove recipients from the merge. When your list is ready, click OK.
Data Source
professor_name
College_Name
College_Addresss
Mail_ID
exp 2.xlsx
Rangaraju.S
NCET
Devanhalli,Bangalore
Someshekar.K
Anantha
Bhanumathi.R
Bharathi
Srinivas
Data Source
Refine recipient list
Sort...
Filter...
Find duplicates...
Find recipient...
Validate addresses...
Edit...
Refresh
OK
Select recipients
Use an existing list
Type a new list
Use an existing list
Currently, your recipients are selected from:
[Sheet1$] in "exp 2.xlsx"
Select a different list...
Edit recipient list...
Step 3 of 6
Next: Write your letter
Previous: Starting document


Thank you letter - Microsoft Word Starter
Insert
Page Layout
Mailings
Start Mail Merge
Select Recipients
Edit Recipient List
Highlight Merge Fields
Address Block
Greeting Line
Insert Merge Field
Rules
Match Fields
Update Labels
Preview Results
Find Recipient
Auto Check for Errors
Finish & Merge
professor_name
College_Name
College_Addresss
Mail_ID
Thank you letter
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Thank you.
Sincerely,
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Mail Merge
Select recipients
Use an existing list
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Currently, your recipients are selected from:
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Thank you letter

«professor_name»
«College_Name»
«College_Addresss»
«Mail_ID»

Dear «professor_name»,

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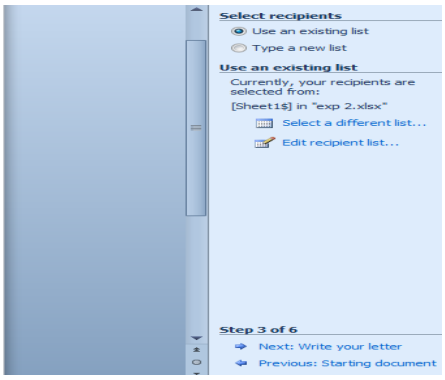

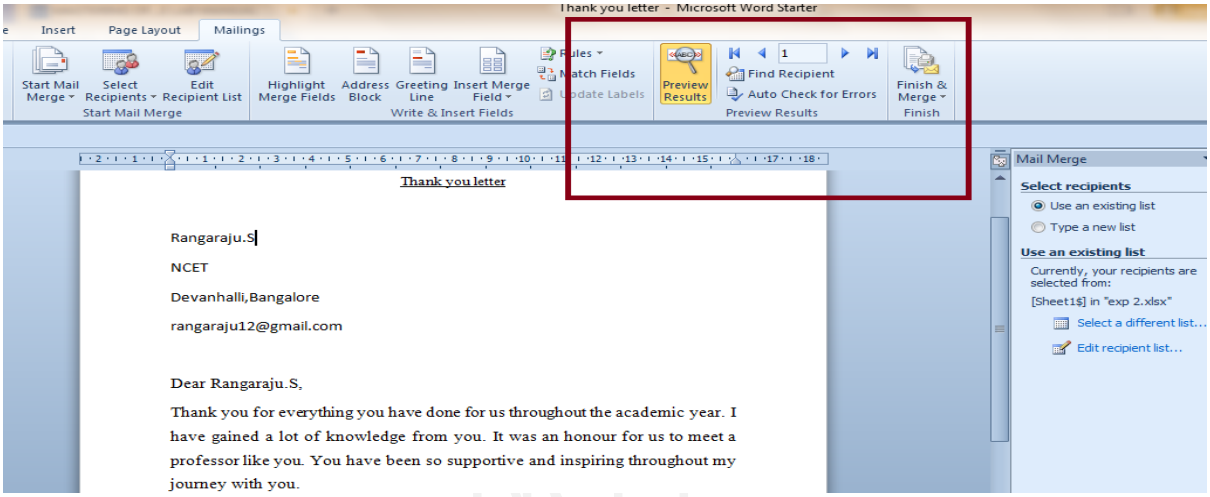

Thank you letter

Rangaraju.S
NCET
Devanhalli,Bangalore
rangaraju12@gmail.com

Dear Rangaraju.S,

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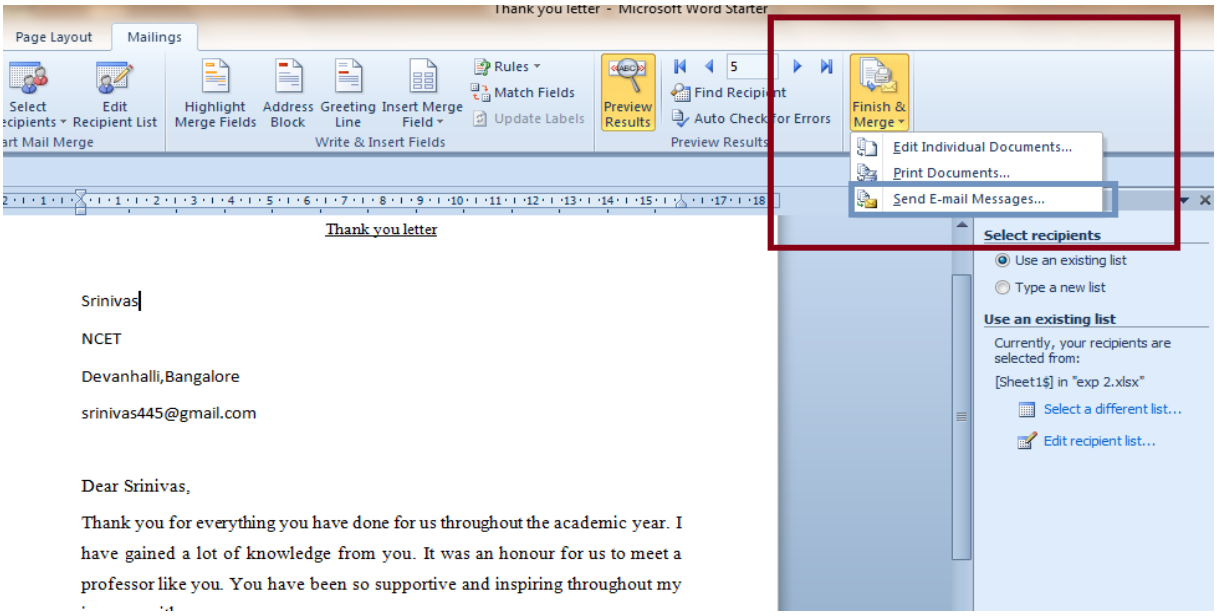

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Srinivas
NCET
Devanhalli,Bangalore
srinivas445@gmail.com

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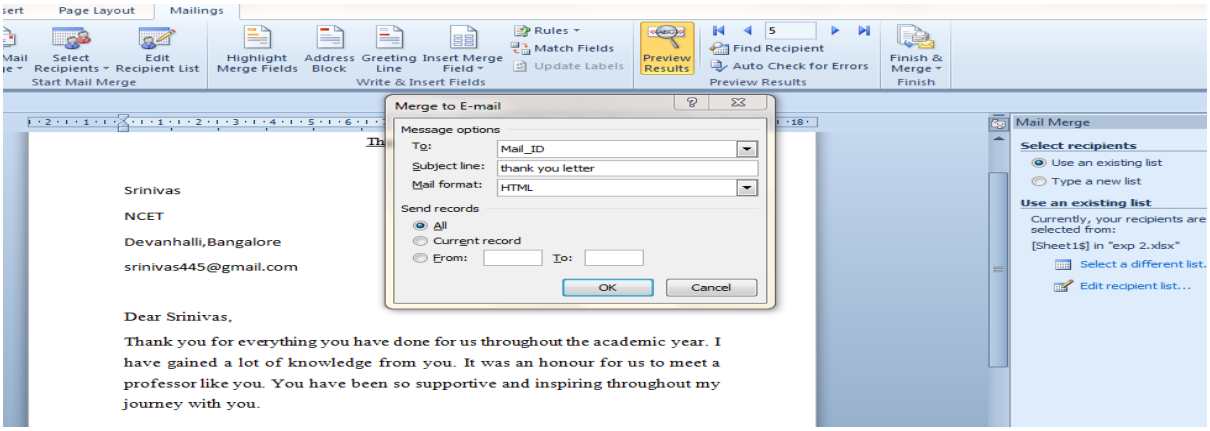

Page Layout
Mailings
Select Recipients
Edit Recipient List
Start Mail Merge
Highlight Merge Fields
Address Block
Greeting Line
Insert Merge Field
Rules
Match Fields
Update Labels
Write & Insert Fields
Preview Results
Find Recipient
Auto Check for Errors
Preview Results
Finish & Merge
Finish
Merge to E-mail
Message options
To:
Mail_ID
Subject line:
thank you letter
Mail format:
HTML
Send records
All
Current record
From:
To:
OK
Cancel
Srinivas
NCET
Devanhalli,Bangalore
srinivas445@gmail.com
Dear Srinivas,
Thank you for everything you have done for us throughout the academic year. I have gained a lot of knowledge from you. It was an honour for us to meet a professor like you. You have been so supportive and inspiring throughout my journey with you.
Mail Merge
Select recipients
Use an existing list
Type a new list
Use an existing list
Currently, your recipients are selected from:
[Sheet1$] in "exp 2.xlsx"
Select a different list...
Edit recipient list...

3. Create a student table for internal marks, where table should contain student name, Attendance CIE1,CIE2,CIE3 columns,calculate the average of 3 internals that should be listed in final CIE column, percentage and eligibility checking for SEE criteria using formula and function for 20 students. Display the word “Eligible” or “Ineligible” under a column called Description.

Requirements:

1. Average CIE marks should be greater than or equal to 20 to be eligible.

2. A student is eligible only if he/she has an attendance>= 85% else

he/she fails even though average CIE marks >=20.

3. Student with 85% and above display a word “Fast Learner” and 40%

and below display a word “Slow Learner”.

Step 1: create a table with specified column name.

Step 2: calculate Average marks =[@[CIE 1]]+[@[CIE 2]]+[@[CIE 3]]/3.

Step 3: calculate percentage =([@[TOTAL MARKS]]/120)*100.

Step 4: to check whether student is eligible or not using if function =IF(AND([@Percentage]>=85,[@[TOTAL MARKS]]>=20),"ELIGIBLE","INELIGIBLE")

Step 5: to categorize student to fast learner or slow learner vusing if function, =IF([@Percentage]>=85,"FAST LEARNER",IF([@Percentage]<=45,"SLOW LEARNER","-"))

F2 =[@[CIE 1]]+[@[CIE 2]]+[@[CIE 3]]

	A	B	C	D	E	F	G	H	I	J
1	Student Name	Attendence	CIE 1	CIE 2	CIE 3	TOTAL MARKS	Average CIE	Percentage	Description	Group
2	Chandana	85	40	29	35	104	80.66666667	86.66666667	ELIGIBLE	FAST LEARNER
3	Priya	90	39	30	40	109	82.33333333	90.83333333	ELIGIBLE	FAST LEARNER
4	Yuktha	78	38	37	36	111	87	92.5	ELIGIBLE	FAST LEARNER
5	Mayur	86	37	35	35	107	83.66666667	89.16666667	ELIGIBLE	FAST LEARNER
6	Murali	95	30	25	34	89	66.33333333	74.16666667	INELIGIBLE	-
7	Amulya	100	28	35	39	102	76	85	ELIGIBLE	FAST LEARNER
8	Ranjini	85	26	36	37	99	74.33333333	82.5	INELIGIBLE	-
9	Girish	76	25	37	38	100	74.66666667	83.33333333	INELIGIBLE	-
10	Ashritha	65	22	38	40	100	73.33333333	83.33333333	INELIGIBLE	-
11	Ashish	79	20	39	25	84	67.33333333	70	INELIGIBLE	-
12	Shammitha	86	18	40	35	93	69.66666667	77.5	INELIGIBLE	-
13	Arpitha	98	40	22	26	88	70.66666667	73.33333333	INELIGIBLE	-
14	Gowthami	94	39	25	28	92	73.33333333	76.66666667	INELIGIBLE	-
15	Bharath	89	38	26	29	93	73.66666667	77.5	INELIGIBLE	-
16	Shreyas	74	37	25	40	102	75.33333333	85	ELIGIBLE	FAST LEARNER
17	Bhuvan	95	35	35	37	107	82.33333333	89.16666667	ELIGIBLE	FAST LEARNER
18	Sahithya	86	29	37	31	97	76.33333333	80.83333333	INELIGIBLE	-
19	Pruthvi	76	25	38	26	89	71.66666667	74.16666667	INELIGIBLE	-
20	Pavan	65	24	39	35	98	74.66666667	81.66666667	INELIGIBLE	-
21	Harini	83	25	40	40	105	78.33333333	87.5	ELIGIBLE	FAST LEARNER
22	Archana	90	40	35	40	115	88.33333333	95.83333333	ELIGIBLE	FAST LEARNER

4. Create sales report table of 15 salesman of an electronic gadget as Product, specify quantity, Price, region and total sale for each product.

Salesman_name	Product	Region	Quantity	price	Total_sale

1. Find the total sale done by salesman “Peter” for the Product “Laptop”.
2. Fetch John’s product price.
3. Find the Average of sales done by “Smith” for the product “Mobile”.
4. Fetch row number for product “Television”.
5. Format number in total sales column to an Indian currency.
6. Plot pivot chat.

Step 1: create a table with specified column name as provided in question and enter the data.

F2 =Sheet1!$E2*Sheet1!$D2

	A	B	C	D	E	F	G
1	Salesman Name	Product	Region	Quantity	Price	Total Sales	
2	Smith	mobile	bhadravathi	10	25,000	₹ 2,50,000.00	
3	John	laptop	banglore	25	10,000	₹ 2,50,000.00	
4	Steve	mobile	shivamogga	15	13,500	₹ 2,02,500.00	
5	Peter	telivision	mysore	20	10,000	₹ 2,00,000.00	
6	Charles	laptop	bhadravathi	25	25,000	₹ 6,25,000.00	
7	Gayu	mobile	mysore	7	19,000	₹ 1,33,000.00	
8	Smith	camera	hassan	11	6,500	₹ 71,500.00	
9	Priya	airconditioner	chitradurga	16	7,000	₹ 1,12,000.00	
10	Yuktha	telivison	mysore	15	12,500	₹ 1,87,500.00	
11	John	heater	banglore	26	5,000	₹ 1,30,000.00	
12	Charles	camera	shivamogga	20	7,500	₹ 1,50,000.00	
13	Smith	mobile	bhadravathi	18	15,000	₹ 2,70,000.00	
14	Jessi	heater	mysore	23	10,000	₹ 2,30,000.00	
15	Peter	mobile	hassan	19	20,000	₹ 3,80,000.00	
16	Steve	camera	shivamogga	6	30,000	₹ 1,80,000.00	
17	Peter	laptop	chitradurga	15	13,500	₹ 2,02,500.00	
18							
19	The total sales done by salesman "peter" for the product "laptop" is :				202500		
20	Fetch john's product price:				19,000		
21	The average of sale	done by smith for the product Mobile			260000		
22	Fetch row number for the product '	telivision			4		

1 Find the total sale done by salesman “Peter” for the Product “Laptop”.

Using sumif function =SUMIFS(F2:F17,A2:A17,"peter",B2:B17,"laptop")

2. Fetch John's product price.

Using Vlookup function =VLOOKUP(A3,A3:F17,5)

3. Find the Average of sales done by "Smith" for the product "Mobile".

Using Averageifs function

=AVERAGEIFS(F2:F17,A2:A17,"smith",B2:B17,"Mobile").

4. Fetch row number for product "Television".

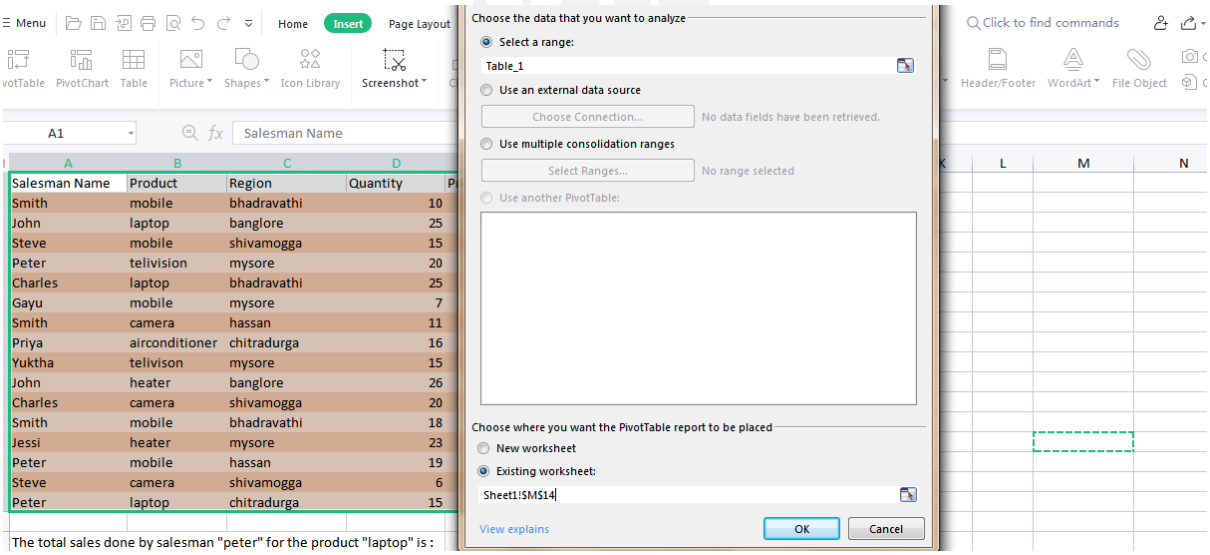
Using Match function =MATCH(B5,B2:B17,0)

5. Format number in total sales column to an Indian currency.

Select total_sales columns and right click on it and select format cells, in that select currency and select Indian currency.

6. Plot pivot chart.

Go to insert tab , select table and select pivot chart. To insert pivot chart in current sheet only then select any cell in that and click ok .



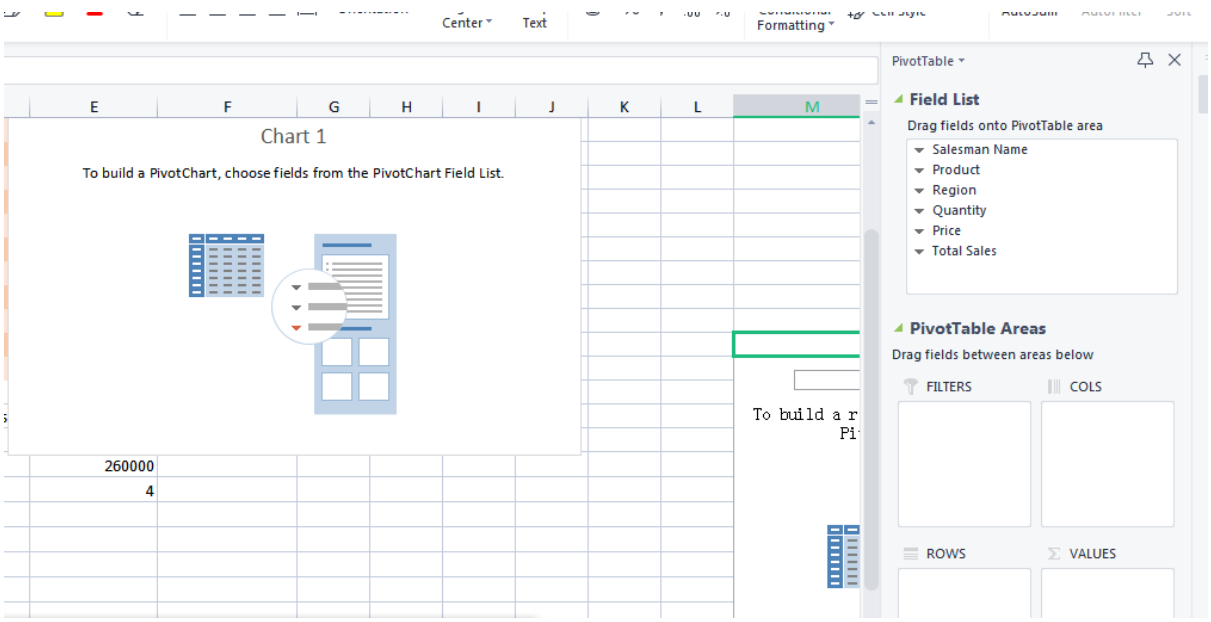
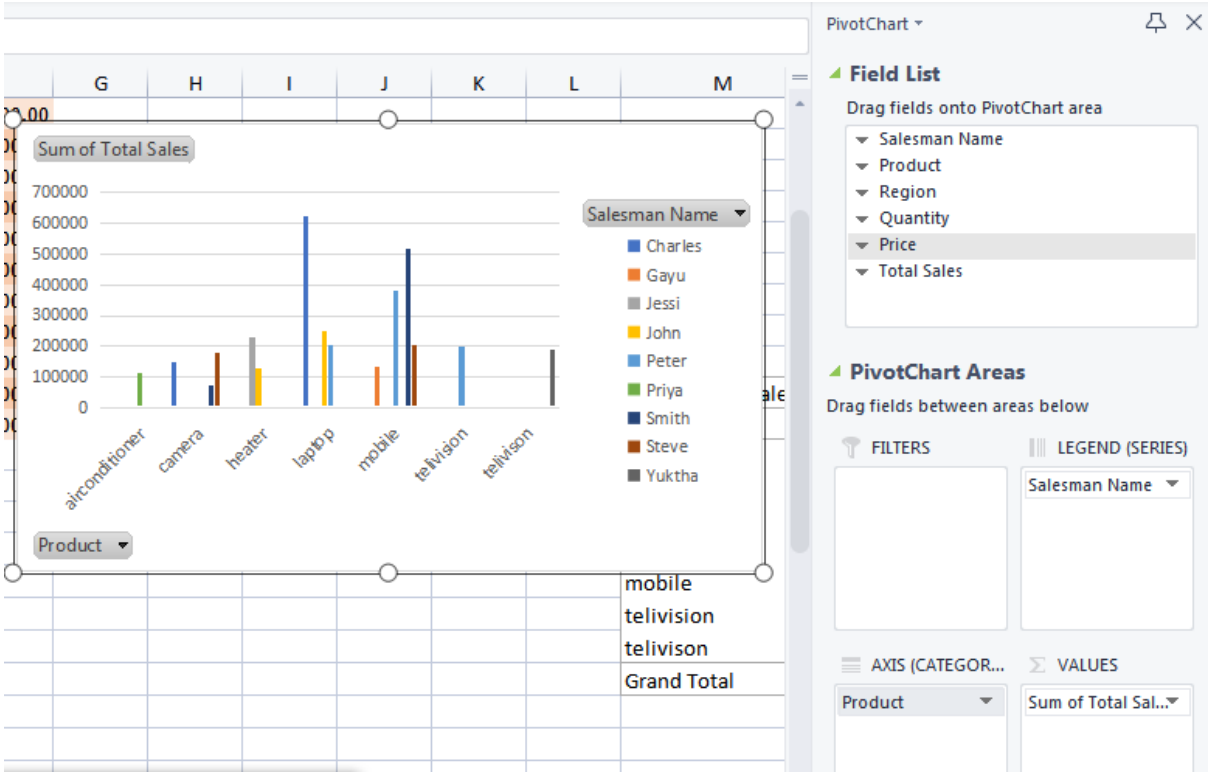
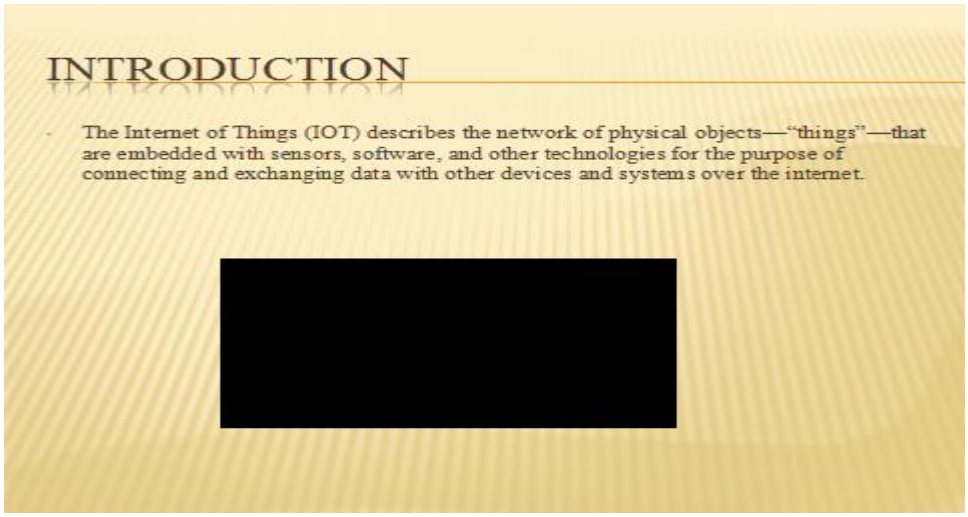


Chart 1
To build a PivotChart, choose fields from the PivotChart Field List.
PivotTable
Field List
Drag fields onto PivotTable area
Salesman Name
Product
Region
Quantity
Price
Total Sales
PivotTable Areas
Drag fields between areas below
FILTERS
COLS
ROWS
VALUES
260000
4


Sum of Total Sales
700000
600000
500000
400000
300000
200000
100000
0
airconditioner
camera
heater
laptop
mobile
telivision
telivison
Salesman Name
Charles
Gayu
Jessi
John
Peter
Priya
Smith
Steve
Yuktha
Product
PivotChart
Field List
Drag fields onto PivotChart area
Salesman Name
Product
Region
Quantity
Price
Total Sales
PivotChart Areas
Drag fields between areas below
FILTERS
LEGEND (SERIES)
Salesman Name
AXIS (CATEGOR...
VALUES
Product
Sum of Total Sal...
mobile
telivision
telivison
Grand Total

5. Design a power presentation on new technology(IOT) where slides should include introduction, technologies used, how IOT works ,applications of IOT, advantages and Disadvantages of IOT and include Thank you slide at the end. Apply Transitions, Animations, sounds, Action on mouseclick and Action on Mouseover.

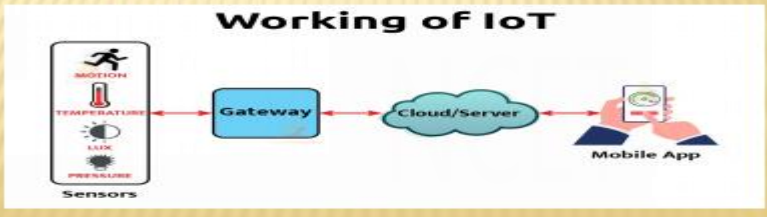


TECHNOLOGIES

- Access to low-cost , low-power sensor technology
- Cloud computing platforms
- Machine learning and analytics
- Conversational artificial intelligence (AI)

HOW IOT WORKS

- Sensors/devices
- Connectivity
- Data processing
- User interface.



APPLICATIONS OF IOT:

- Smart Home and Office.
- Wearable Devices.
- Autonomous Driving.
- Agriculture and Smart farming.
- Industrial IoT for manufacturing.
- Disaster management.
- Smart Grids and energy management.
- Big Data Analytics.

ADVANTAGES OF IOT:

- Improved productivity of staff and reduced human labor
- Efficient operation management
- Better use of resources and assets
- Cost-effective operation
- Improved work safety
- Thorough marketing and business development
- Improved customer service and retention
- Better business opportunities
- More trustworthy image of the company

DISADVANTAGES OF IOT:

- Addiction, time-waster, and causes distractions.
- Bullying, trolls, stalkers, and crime.
- Spam and advertising.
- Pornographic and violent images.
- Never being able to disconnect from work.
- Identity theft, hacking, viruses, and cheating.
- Affects focus and patience
- Health issues and obesity
- Depression, loneliness, and social isolation

THANK YOU

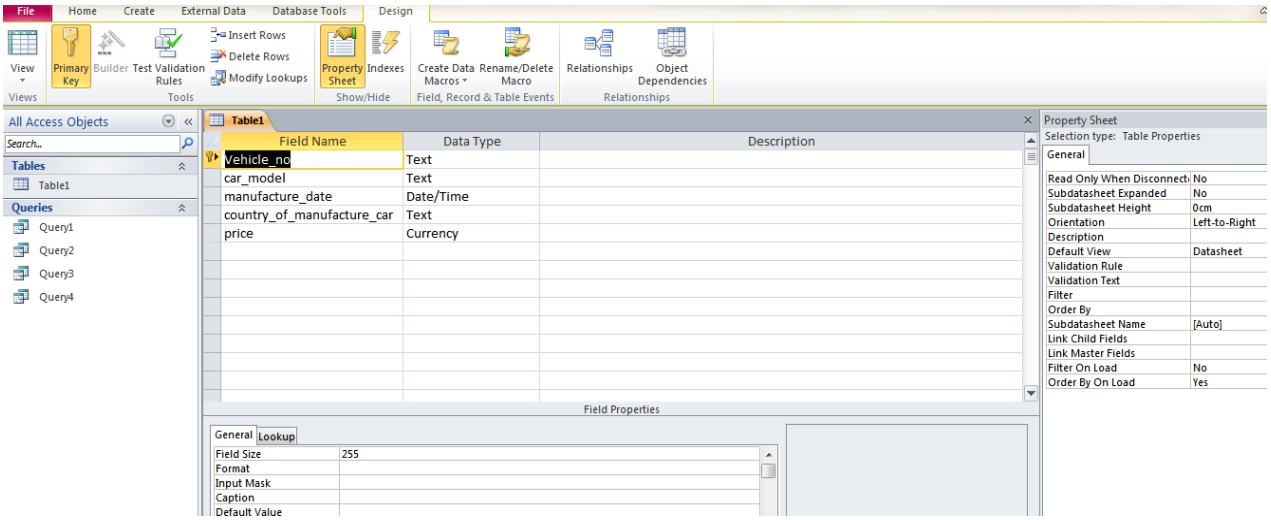
6 Activate a database package that you are familiar with and create a database file MOTORS.Create a table within this database and use the following structure, set all the fields to their appropriate data types and Vehicle No Plate as primary key.

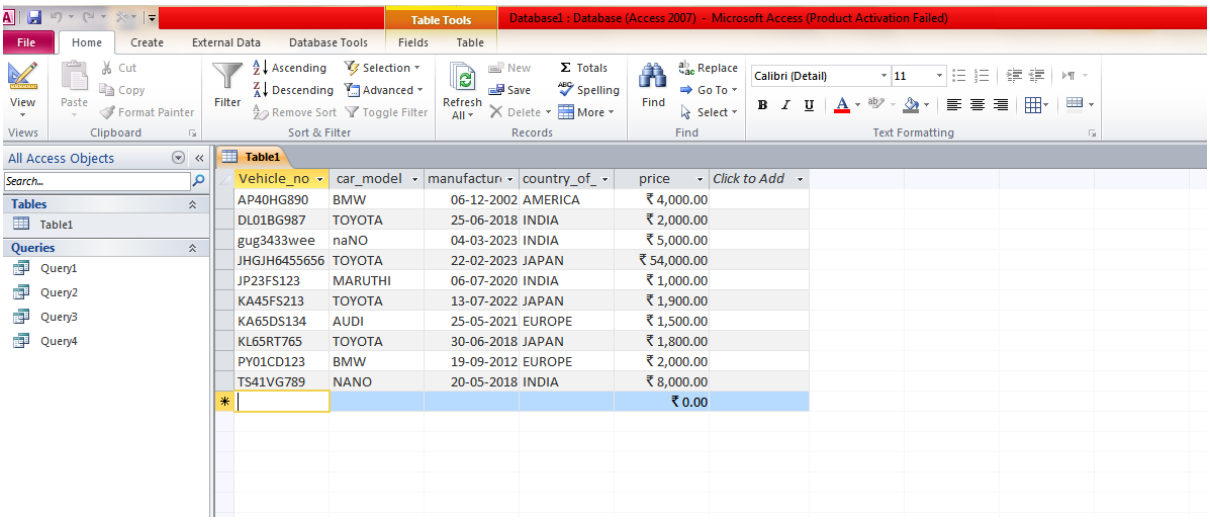
Save the table as CARSTABLE

Field_name	Data type
Vehicle_no	text
Car_model_name	text
Manufactured_date	Date
Country_of_origin	text
Price	Currency

1 Create a query to retrieve all Toyota vehicles whose price is above $1500. Name the query Toyota .

2. Create a query to retrieve all vehicles manufactured from January 2018 up to June 2018, name that query, date query.
3. Create a query to retrieve all vehicles manufactured in Japan and name that query as Japan.

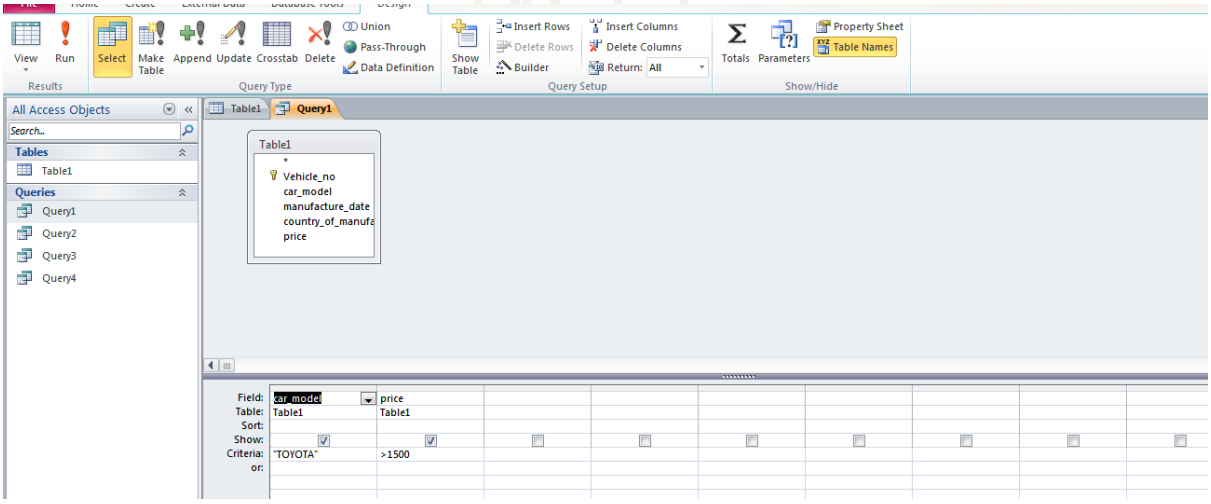


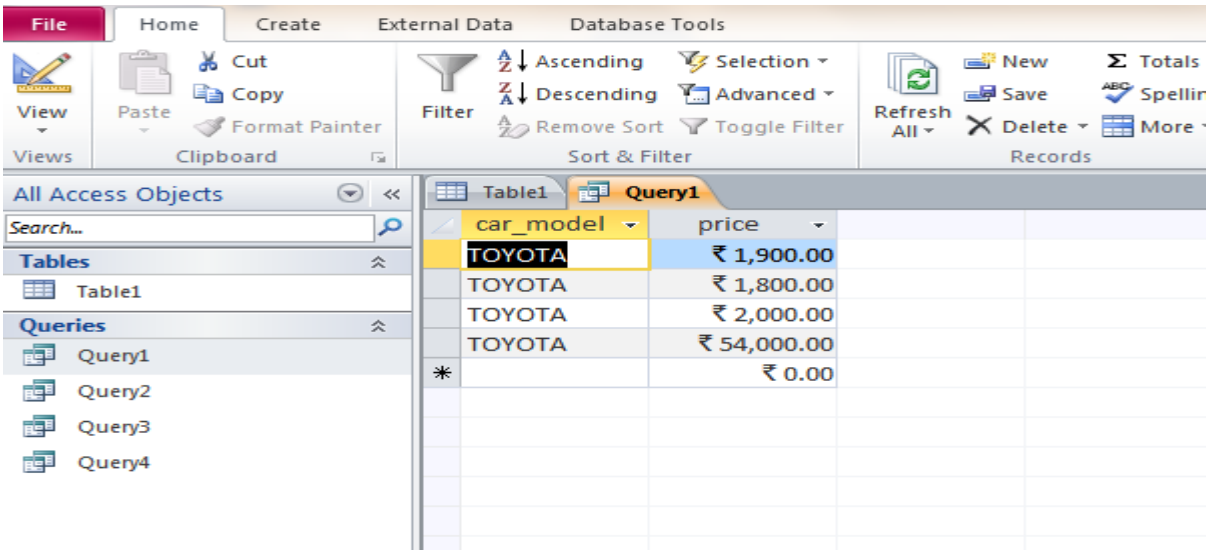


Vehicle_no	car_model	manufacturi	country_of_	price
AP40HG890	BMW	06-12-2002	AMERICA	₹ 4,000.00
DL01BG987	TOYOTA	25-06-2018	INDIA	₹ 2,000.00
gug3433wee	naNO	04-03-2023	INDIA	₹ 5,000.00
JHGJH6455656	TOYOTA	22-02-2023	JAPAN	₹ 54,000.00
JP23FS123	MARUTHI	06-07-2020	INDIA	₹ 1,000.00
KA45FS213	TOYOTA	13-07-2022	JAPAN	₹ 1,900.00
KA65DS134	AUDI	25-05-2021	EUROPE	₹ 1,500.00
KL65RT765	TOYOTA	30-06-2018	JAPAN	₹ 1,800.00
PY01CD123	BMW	19-09-2012	EUROPE	₹ 2,000.00
TS41VG789	NANO	20-05-2018	INDIA	₹ 8,000.00
				₹ 0.00

Create a query to retrieve all Toyota vehicles whose price is above $1500. Name the query Toyota .

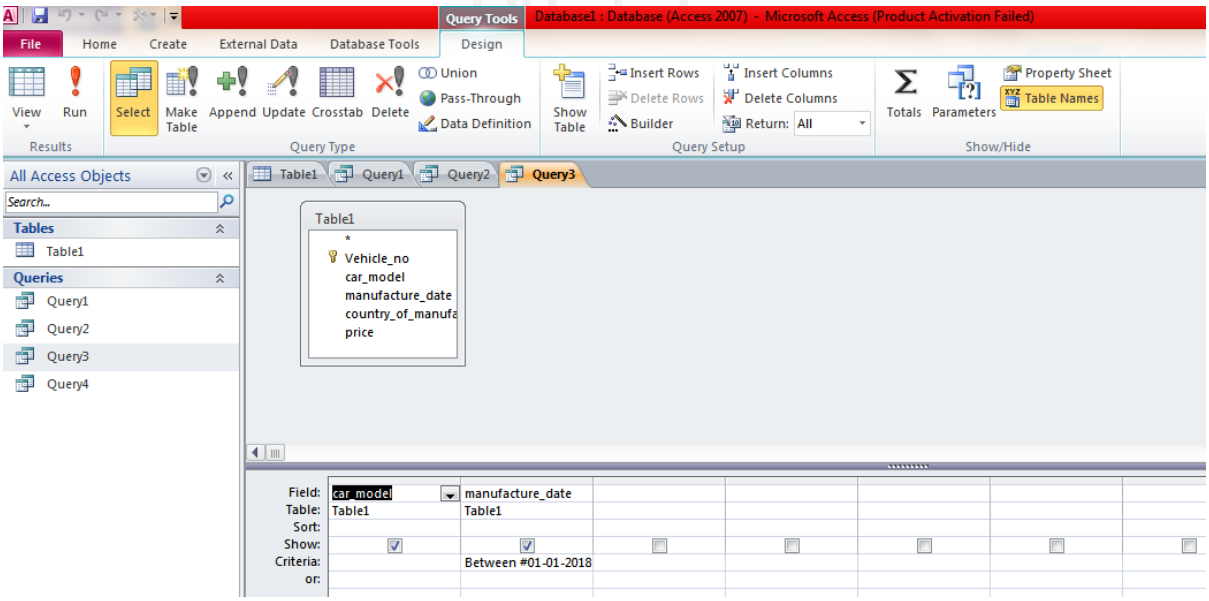
STEP : click on create ,select query design, select the table on which you want pose query and select respective fields from field I.e, car_model_name and price and specify condition under criteria like =”Toyota” and >1500.

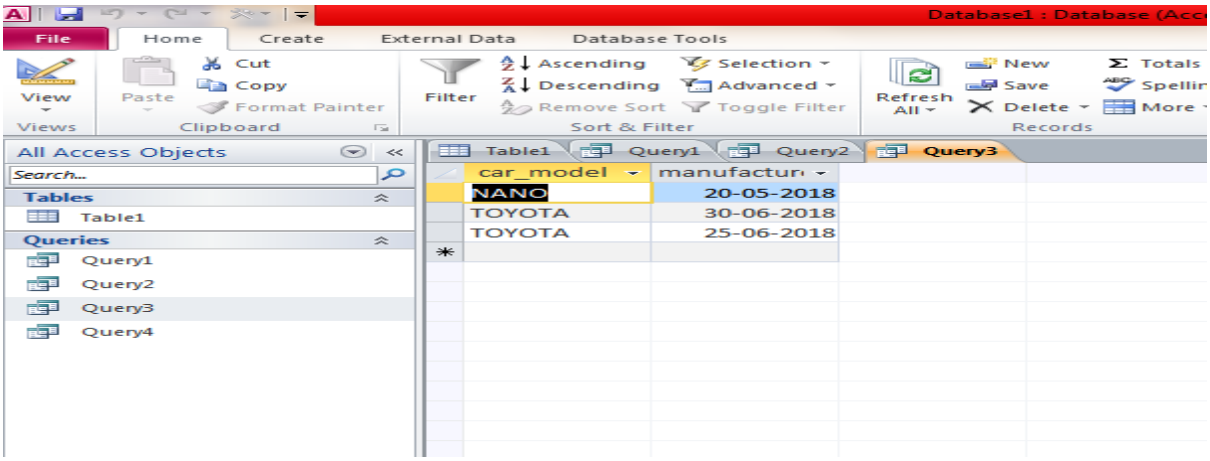




4. Create a query to retrieve all vehicles manufactured from January 2018 up to June 2018, name that query, date query.

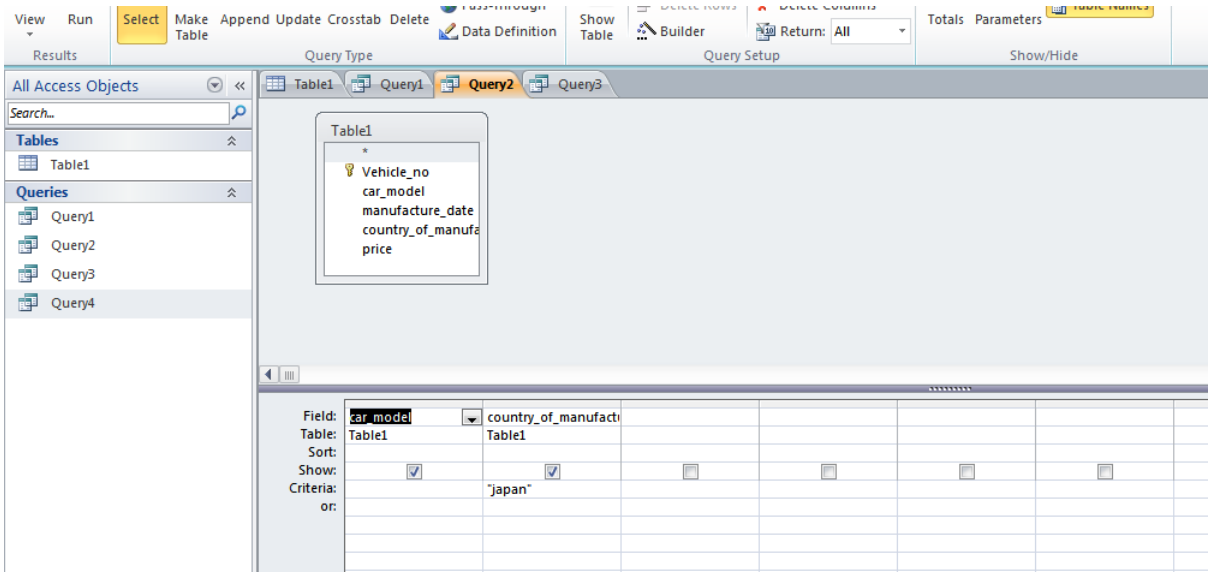
STEP : click on create ,select query design, select the table on which you want pose query and select respective fields from field I.e, car_model_name and manufacture_date and specify condition under criteria like Between 1/1/2018 and 6/30/2018.

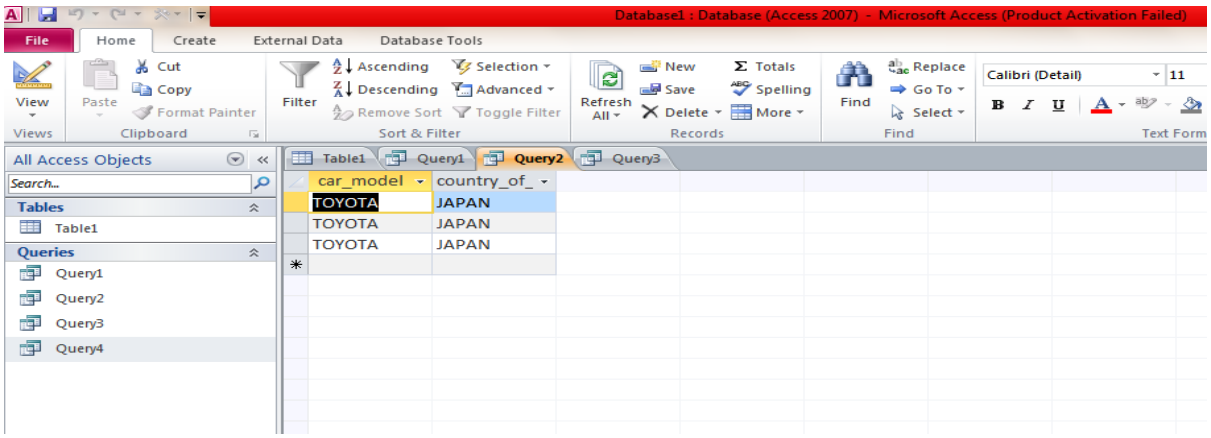




5. Create a query to retrieve all vehicles manufactured in Japan and name that query as Japan.

STEP : click on create ,select query design, select the table on which you want pose query and select respective fields from field I.e, car_model_name and country_of_manufacturing and specify condition under criteria like =”Japan”.





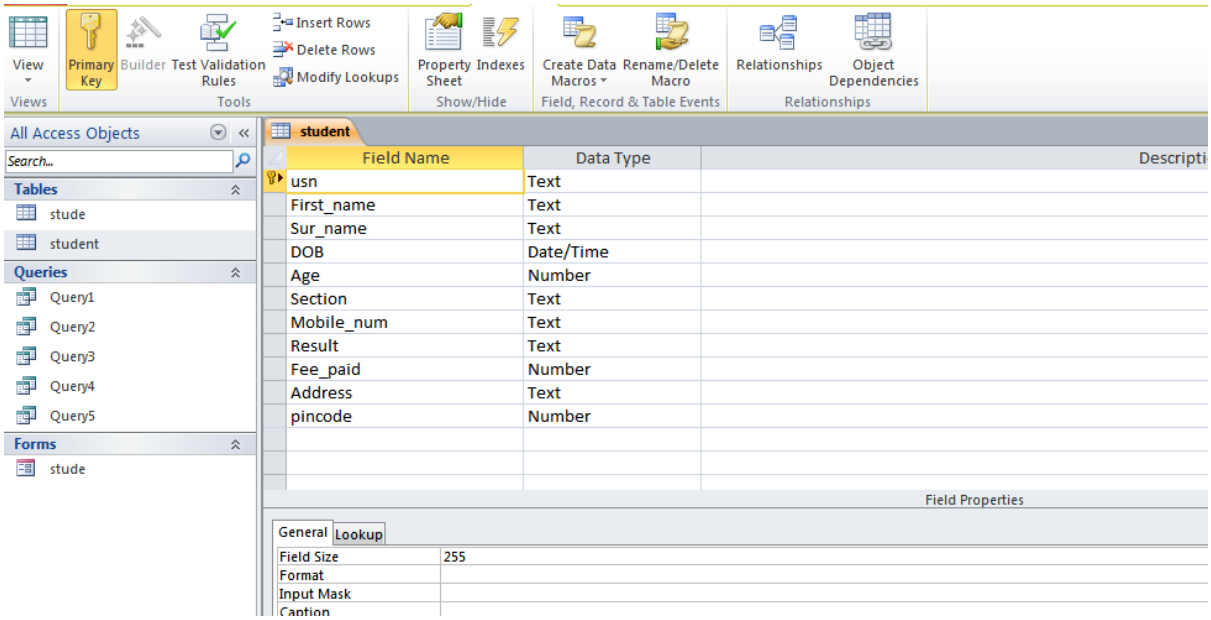
7.Create a table within STUDENT database and use the following structure:

Field name	Data type
USN	Text
First_name	Text
Sur_name	Text
DOB	Date/Time
Age	Number
Section	Text
Mobile_num	Text
Result	Specifty your own option
Fee_paid	Number
Address	Text
pincode	Number

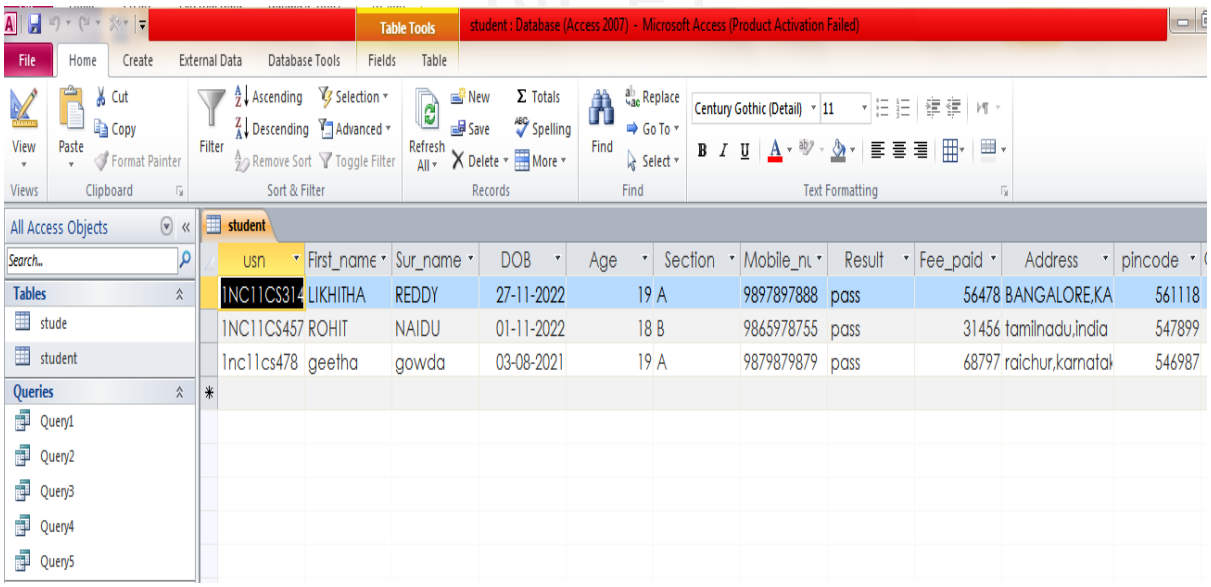
Specify input and Validation rule for Mobile number,Section. Save the Table as Student_table.

1. Create an input form with ADD and SAVE button to input records into table.
2. Create a Query to retrieve the student who belong to “A” section and Result is “Pass”.
3. Create a Query to retrieve the student who have paid fee more than 50000.
4. Create a Query to retrieve the Student whose address postfix with “India”.
5. Create a Query to retrieve the student whose first name strats with “A”.
6. Create a Query to retrieve the student who have been born between july 2003 to november 2003.

Step 1: click on home tab, select view in that select design view, specify field name and data type as specified in question.

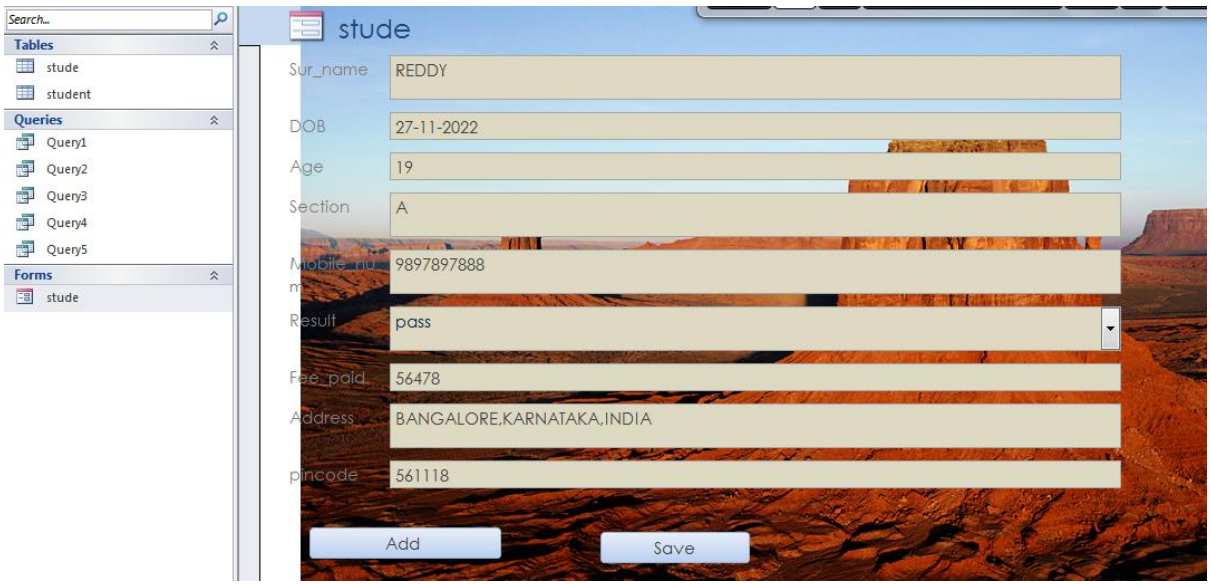


Step 2: click on home tab, select view in that select data sheet view and provide respective data.



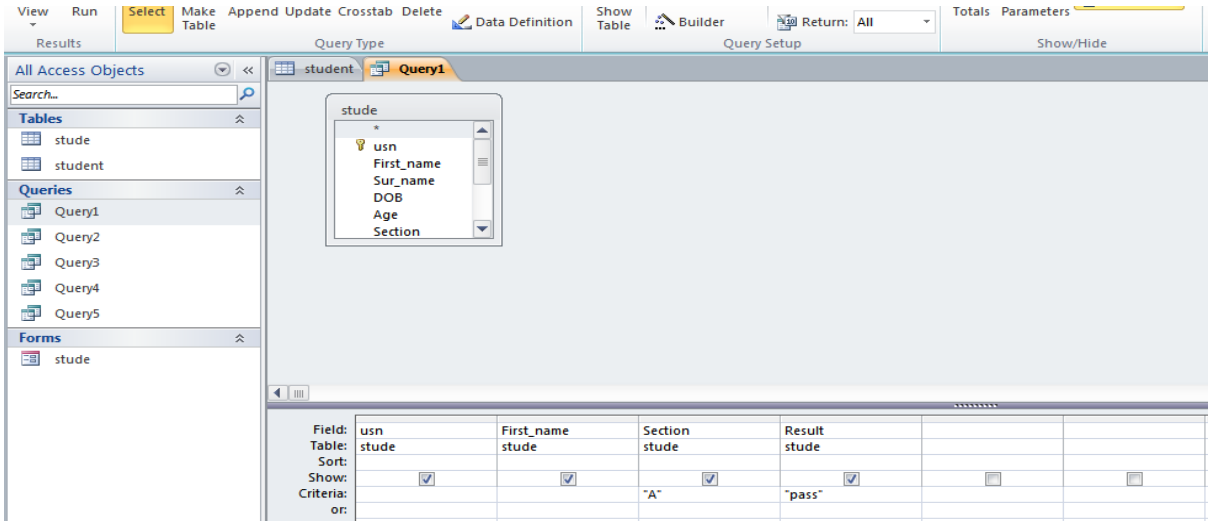
1. Create an input form with ADD and SAVE button to input records into table.

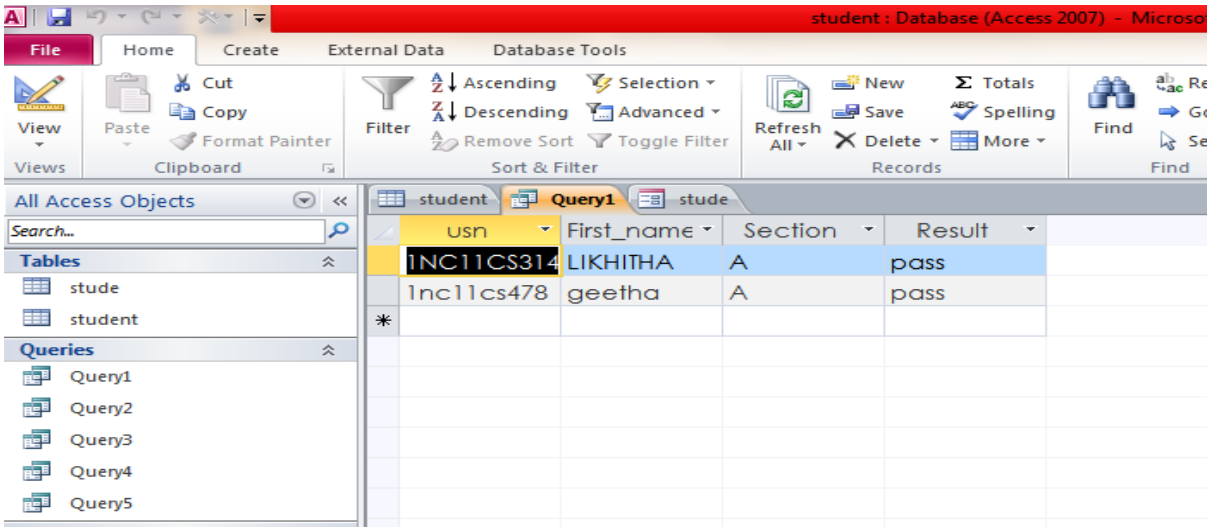
Step : click on create , select form design, click on design tab,select button and in operations select read operation and select add operation and name button as ADD, similarly for SAVE button.



2. Create a Query to retrieve the student who belong to “A” section and Result is “Pass”.

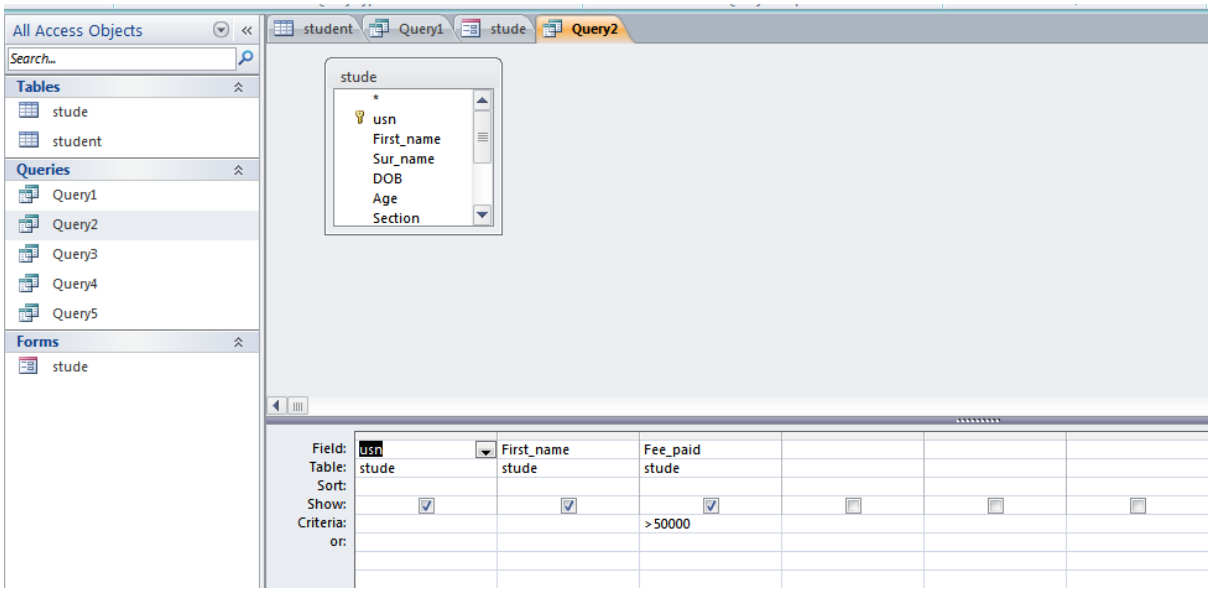
Step :click on create ,select query design, select the table on which you want pose query and select respective fields from field I.e, USn, First_name, Section, Result and specify condition under criteria like =”A”, =”pass”.

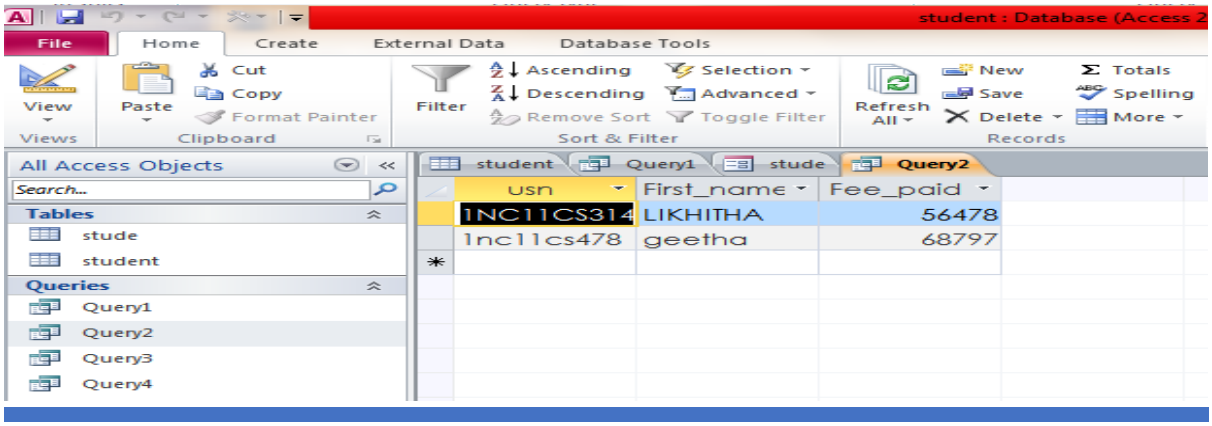




3. Create a Query to retrieve the student who have paid fee more than 50000.

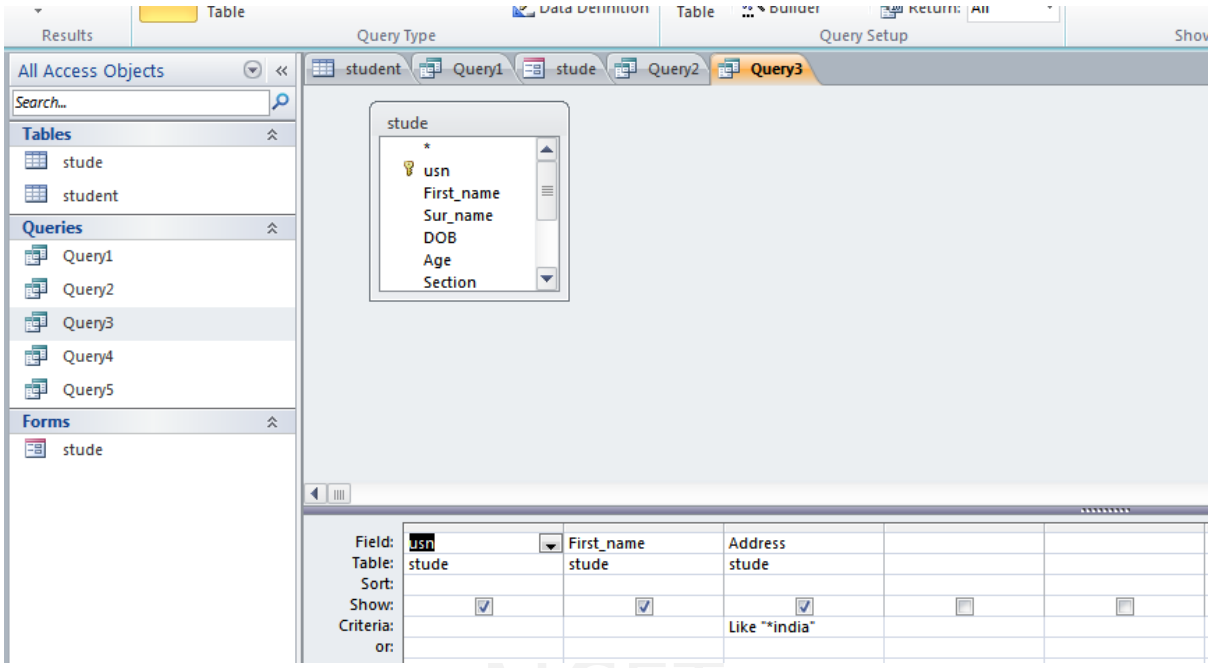
Step :click on create ,select query design, select the table on which you want pose query and select respective fields from field I.e, USn, First_name,Fee_paid and specify condition under criteria like >50000.

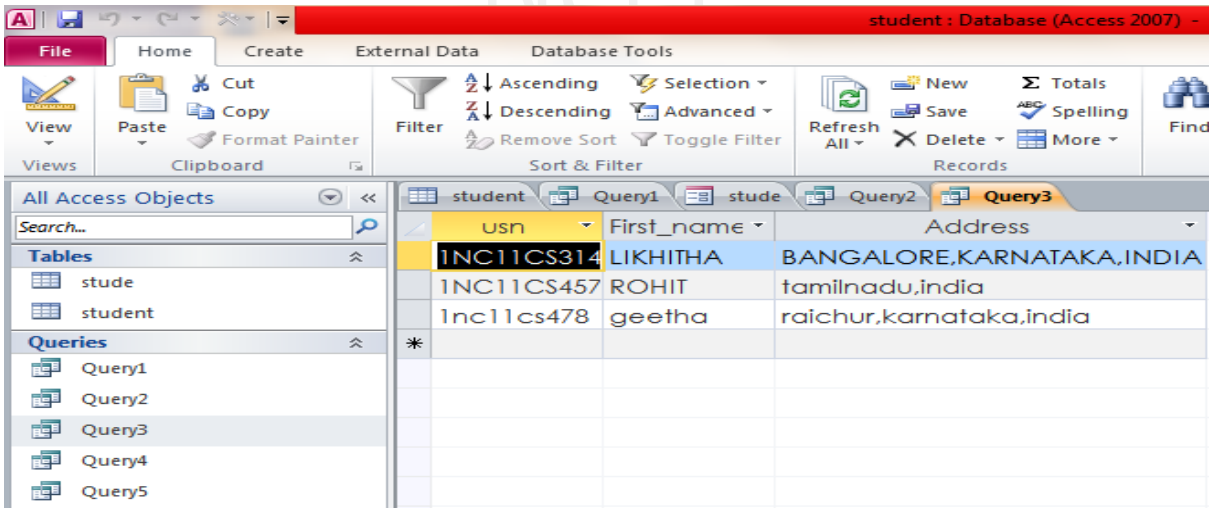




4. Create a Query to retrieve the Student whose address postfix with “India”.

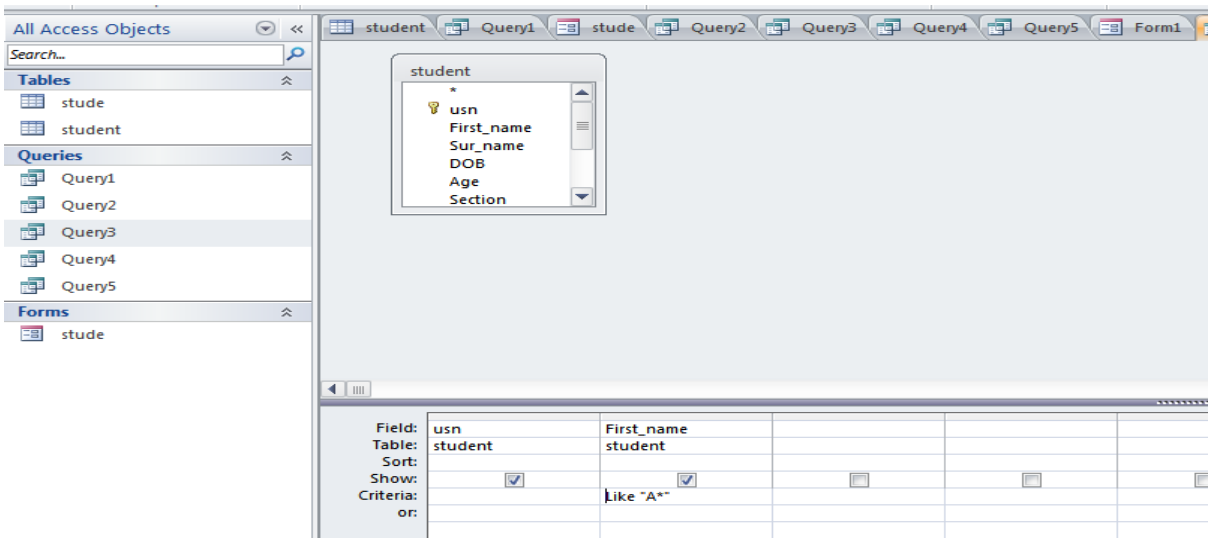
Step :click on create ,select query design, select the table on which you want pose query and select respective fields from field I.e, USn, First_name and Address and specify condition under criteria like *India.

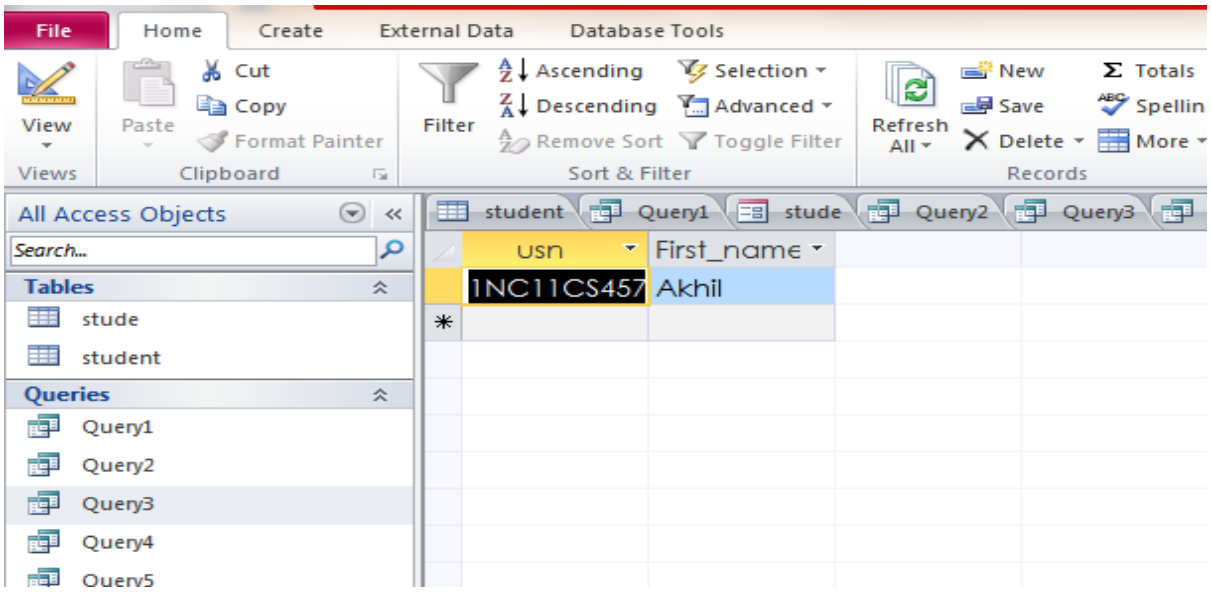




5. Create a Query to retrieve the student whose first name strats with “A”

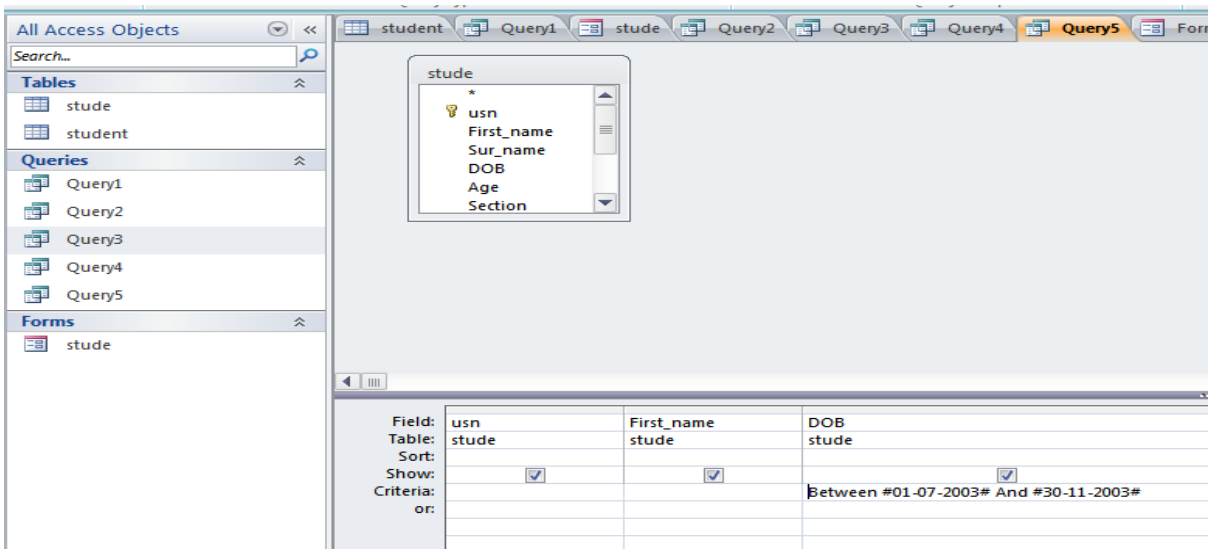
Step :click on create ,select query design, select the table on which you want pose query and select respective fields from field I.e, USn, First_name and specify condition under criteria like A*.





6 Create a Query to retrieve the student who have been born between july 2003 to november 2003.

Step :click on create ,select query design, select the table on which you want pose query and select respective fields from field I.e, USn, First_name and DOB and specify condition under criteria like Between #01-07-2003# And #30-11-2003#.


All Access Objects
Search...
Tables
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Query1
Query2
Query3
Query4
Query5
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Field: usn First_name DOB
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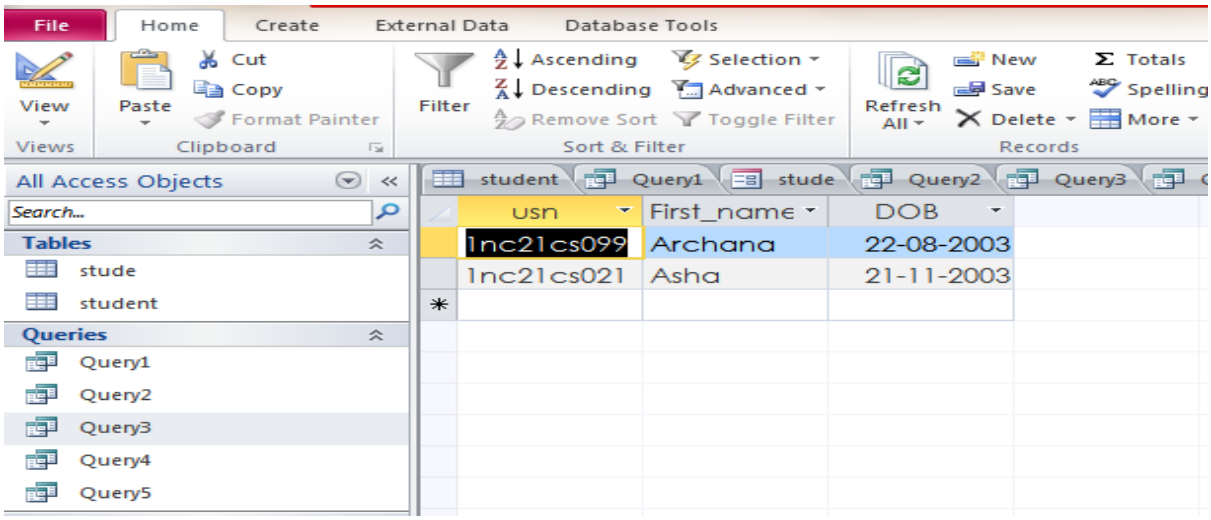
Sort:
Show:
Criteria: Between #01-07-2003# And #30-11-2003#
or:


File
Home
Create
External Data
Database Tools
View
Views
Paste
Cut
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Format Painter
Clipboard
Filter
Ascending
Descending
Remove Sort
Selection
Advanced
Toggle Filter
Sort & Filter
Refresh All
New
Save
Delete
Totals
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Records
All Access Objects
Search...
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Query4
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