

DBIT17



ANNAMALAI UNIVERSITY
DIRECTORATE OF DISTANCE EDUCATION

BSC INFORMATION TECHNOLOGY
FIRST YEAR

PROGRAMMING LAB-I

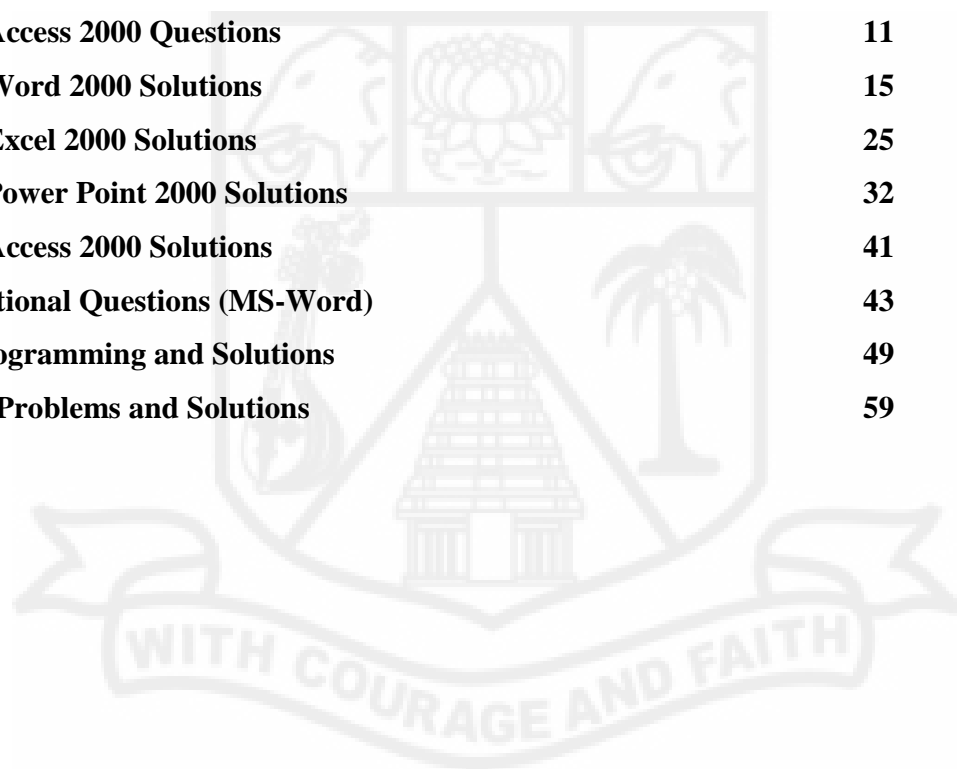
MS OFFICE, C AND C++

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Programming Lab (MS Office, C,C++)

Table of contents

	Page No
MS Word 2000 Questions	1
MS Excel 2000 Questions	6
MS Power Point 2000 Questions	8
MS Access 2000 Questions	11
MS Word 2000 Solutions	15
MS Excel 2000 Solutions	25
MS Power Point 2000 Solutions	32
MS Access 2000 Solutions	41
Additional Questions (MS-Word)	43
C Programming and Solutions	49
C++ Problems and Solutions	59



ANNAMALAI UNIVERSITY

SOLUTIONS



MS Word 2000

Exercise 1:-

Solution 1.1

Follow these points to complete this exercise:

- To create a new document, press Ctrl + N, or click on the New button on the standard toolbar.
- Type the first line of the document – Office Assistant.
- Make it Bold, Underlined and Centered by pressing the key combination, Ctrl + B, Ctrl + U and Ctrl + E respectively. Or press the appropriate buttons on the formatting toolbar.
- Type in the rest of the text, without pressing Enter. Wherever a new paragraph starts, press Enter.
- After typing, switch to the Print Layout view by choosing Print Layout from the View menu.
- Save the document by pressing Ctrl + S. The Save As dialog box appears. Specify the name of the file as wordhelp – in the File Name box and press enter.
- Close the file by pressing Ctrl + W or by choosing Close from the File menu.

Solution 1.2

- Open the saved wordhelp file.
- Position the cursor at the beginning of any one of the paragraph and then block the paragraph using the mouse.
- Press the left mouse button on the paragraph without releasing the mouse button.
- A small dotted rectangle will appear at the bottom of the cursor. Now drag the paragraph to the place where the user wants to move and then release the mouse button.
- This will place the paragraph at the specified place.

Solution 1.3

- Place the cursor at the beginning of any one of the paragraphs.
- Press the **Insert** button in the keyboard or enable the **OVR** button in the status bar by double clicking on it.
- Start typing the new paragraph. This will replace the text character by character as the user types the text till end of the paragraph.
- Follow the same method for the remaining paragraphs.

Solution 1.4

- Place the mouse cursor at the right side of the page just before the last paragraph by double clicking the mouse.
- Then start typing the text. The text will get right aligned as the user types the text.

To insert a picture in between the paragraphs at the center or right side of the page, follow the steps given below:

- Double click the mouse at the place where the picture needs to be inserted. Select **Picture → From File** on the **Insert** menu. This brings Insert Picture dialog box on the screen. Select a picture file (the file can be a bitmap or gif etc.,) and click Insert. This places the picture at the place where the mouse cursor is blinking.

Exercise 2: -

Solution 2.1

Follow these points to complete this exercise:

- To insert a header, choose View → Header and Footer. A dotted rectangle appears for the header and footer and the insertion point appears at the top left corner of the header. Press Tab once to bring the insertion point to the center, and type out the text “Office Assistance”. Choose Insert Page Number from the Header and Footer toolbar, and the page number is inserted.

Solution 2.2

- Place the insertion point in the first paragraph, and choose Format → Bullets and Numbering. The Bullets and Numbering dialog box appears. Click **Picture** button, and from the **Picture Bullet** dialog box, click **Pictures** tab, if it has not been selected. Choose the desired picture bullet and click OK.
- Repeat the procedure for the other paragraphs. As a shortcut, place the insertion point on each of the other paragraphs and press Ctrl + Y (remember, Ctrl + Y repeats the previous action).

Solution 2.3

- Choose Format → Paragraph. The Paragraph dialog box appears. From the Line Spacing box, choose Single. Click OK. Repeat the same procedure for the other paragraphs.

- Place the insertion point on the line between two paragraphs and choose Format → Paragraph. From the Line Spacing box, choose 1.5. Click OK. Repeat the same for the space between other paragraphs.

Solution 2.4

- Select the text that is to be converted into the two-column format. Choose Format → Columns. Choose two from the Presets group. Click OK.

Solution 2.5

- Choose Insert → Text Box. Place the text box in the middle of the document. Enter the text “Asking for Help from the Office Assistant” inside the text box and center the text. Right click on the text box and from the pop up that appears, choose Order → Bring Forward. Right click again on the text box and choose Format Text Box. The Format Text Box dialog box appears. From the Color box, choose No Line.

Solution 2.6

- Choose Rectangle from the Drawing toolbar (if the toolbar is not visible, right click on one of the other toolbars and from the popup that appears, choose Drawing). Draw the rectangle so that it covers the entire page. Initially, the text inside the rectangle will not be visible. Right-click on the rectangle and from the popup, choose Order → Send Behind Text. The text will appear now.
- Select the heading and choose Format → Borders and Shading. From the Borders and Shading dialog box, select the Shading tab folder. From the style drop down box, choose Gray-25%. Click OK.

Solution 2.7

To create an index for the above document, follow the steps given below:

- Open the document first and place the insertion point at the beginning of the file. Choose **Index and Tables** from the **Insert** menu.
- The Index and Tables dialog box appears on the screen. Choose the **Index** tab, if it has not been selected. Select a format for the index from the **Formats** option in the lower left corner of the Index and Tables dialog box. Specify the type whether the index should be **Indented** or **Run-in**.
- In the **Columns** option, specify the number of columns in which the index has to be created. Choose **Mark Entry** option to bring the **Mark Index Entry** dialog box. Select a word or phrase in the document and place the cursor over the dialog box or

in the **Mark entry** field. This places the selected text in the **Mark Entry** field. Click the **Mark** button to mark the selected text as an index entry. Continue this process till all the words or phrases in the document gets selected. Then click the Close button to close the dialog box.

- To view the list of words selected for the index entries alphabetically, move to the end of the document. Choose **Index and Tables** on the **Insert** menu. The **Index and Tables** dialog box appears on the screen. Click the **OK** button to generate index in that file.
- Save the document and close it.

Exercise 3: -

Solution 3.1

The steps to be followed are:

- Open the document wordhelp.doc. The thin wavy lines are the possible errors identified by the Spelling or the Grammar checker. Right click on the underlined text and choose **Spelling** (depending on the type of error). Choose **Ignore All** from the dialog box that appears.
- Certain text may still remain underlined even after choosing Ignore All. This is because the nature of the error chosen to ignore is different from the nature of the error that has been identified.
- Select the text of the entire document (except the heading) and choose **Columns** from the **Format** menu. In the dialog box that appears, choose **one** from the **Presets** group and choose OK. The whole document is converted into a single column format.
- Select the text again and choose **Convert Text to Table...** from the **Table** menu. The entire text of the document is converted into a table, with paragraph in a row. Delete the extra, empty rows that appear in the table, by selecting the row and choosing **Table → Delete Rows**.

Solution 3.2.

- Select the first occurrence of the word “Help”, and choose **Tools → Macro → Record New Macro**. The Record Macro dialog box appears. Choose the Keyboard option from the **Assign macro to** group and in the **Customize Keyboard** dialog box, press any key combination that has to be assigned to the macro (for example, Ctrl + Q). Click **Assign** and then click **Close**. The macro recording starts.

Programming Lab(MS-Office,C, C++)

- Now make the changes to the selected text. Make it Courier New, 10 and Bold. Click **Stop Recording** on the Macro Recorder.
- Press Ctrl + F to find the word and type in the word **Help** and press Enter. The word is selected. Bring the focus to the window containing the selected word. Press Ctrl + Q. Repeat this procedure until all occurrences of the word are highlighted.

Solution 3.3.

- To perform a mail merge, a data source must be created first. Open a new document, and type the names and addresses of all the persons to whom the document has to be sent, preferably in the following format:

First Name	Last Name	Address	City	Pin
Vijay	Raman	24,swamy St.	Chennai	600053
...

- Save and close the document.
- Open the document, which contains the information to be sent.
- To perform mail merge, choose **Tools** → **Mail Merge**, and in the dialog box that appears, choose **Form Letters** from the **Create** drop down list. Word asks whether the form letter must be the active document window or a new document window. Choose **Active Window**.
- Choose **Open Data Source** from the **Get Data** drop down list. The Open Data Source dialog box appears. Select the name of the data source file saved and choose **open**.
- A dialog box appears asking you to choose Edit Main Document button to insert merge field into your main document. Click **Edit Main Document** button
- The mail merge toolbar appears. Place the cursor at the bottom left corner. From the **Insert Merge Field** drop down list, choose the merge fields like first name, last name, address etc. and after all the merge fields are inserted, choose **Mail Merge** from the mail merge toolbar. Save the merged document as a separate file.

Exercise 4: -

Solution 4.1.

To complete the above exercises, follow these steps:

- Open a new document and type in it the text:
Getting Help from the Help menu
Getting Help from the Office Update Web site

Save the file as link.doc and close it.

- Open the file wordhelp.doc. Navigate to the text box and select a text.
- Choose Hyperlink from the Insert menu or press Ctrl + K.
- In the *Insert Hyperlink* dialog box, click on File... below Browse for:
- The *Link to File* dialog box appears subsequently, and from the list of files, choose link (the name of the hyperlink destination file), and click *OK*.
- The hyperlink is created.

Solution 4.2.

To place a footnote, position the insertion point after the word *habit* and choose *Footnote...* from the Insert menu. The *Footnote and Endnote* dialog box appears.

- Choose *Options*, and after ensuring that we are in the *All Footnotes* tab, choose *Beneath Text* in the *Place At* box. Choose *OK*.
- The separator line appears immediately after the line where the text ends in the page. Type in the text of the footnote, and to come back to the original text in the document, use the mouse.
- Save the document and close it.

Exercise 5: -

Solution 5.1.

Working with the Table.

Regna.	Name	Mark1	Mark2
1	Arun	95	97
2	Balaji	96	97
3	Chandra Sekar	85	90

- To create a table click **Table -> Insert -> Table**
- Specify number of rows as 4 and columns as 4 to create table.
- Click **Select Column** on the **Table** menu to select a column, and then click **Insert Columns** on the **Table** menu to insert columns.
- Click **Select Rows** on the **Table** menu to select a column, and then click **Insert Rows** on the **Table** menu to insert Rows.

5.1.1. Merging Cells

- Block the cells going to be merged.
- Click **Merge Cells** option on **Table** menu

5.1.2. Splitting a Cell

- Select the cell.
- Click **Split Cells** option on **Table menu**
- Enter the Number of Columns and Number of Rows to Split.

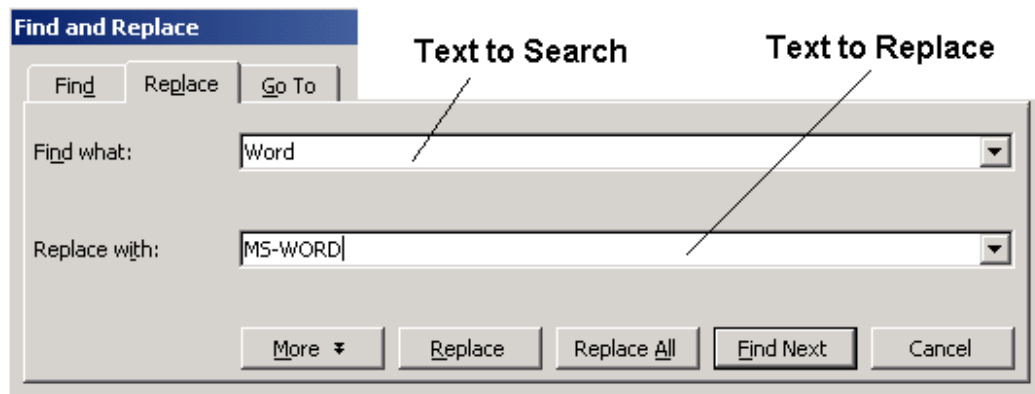
5.1.3. Splitting a Table

- Select the Row where you want to split.
- Click **Split Table** option on **Table** menu.

Solution 5.2.

Find and Replace Word Document

- Type the following content in a new document:
(Word can find and replace the grammatically inflected forms of a word.)
- Click **Replace** option on **Edit** menu
- Click **Replace All** to Replace the Text.



Solution 5.3.

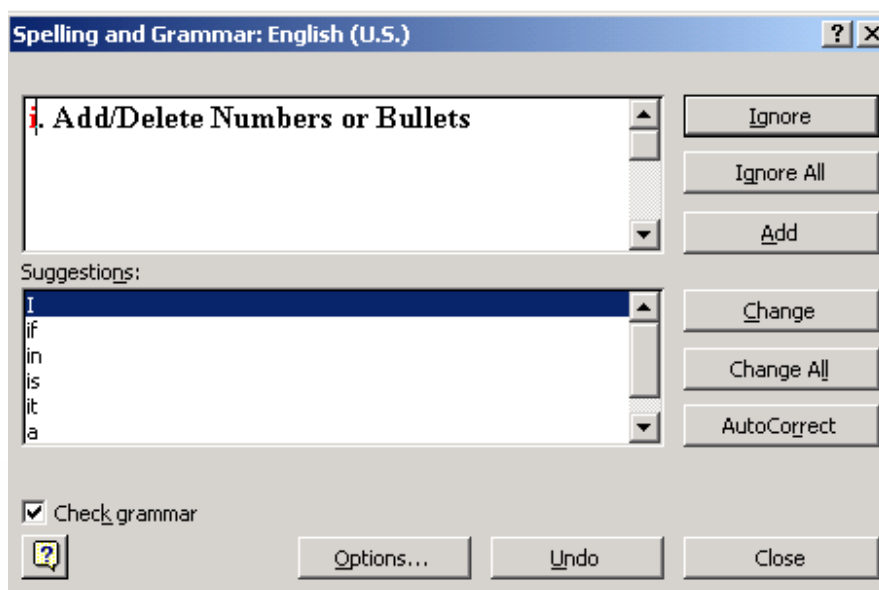
Inserting Picture

- Double click the mouse at the place where the picture needs to be inserted.
- Select **Picture -> From File** on the **Insert** menu. This brings Insert Picture dialog box on the screen.
- Select a picture file (the file can be a bitmap, GIF, or JPEG etc.,) and click Insert.
- This places the picture at the place where the mouse cursor is blinking.

Solution 5.4.

Spelling and Grammar

- Click the **Spelling and Grammar** option on the **Tools** menu.



- Click the **Ignore** button if you want to leave it unchanged.
- Click the **Ignore All** button to leave all instances of the word unchanged during the current Word session.
- Click the **Change** button to replace the highlighted word by the word in the **Suggestions** box, after selecting it.
- If the **Suggestions** box is empty, the **Change** button is displayed as **Delete**. Use **Delete** to delete the selected word.
- Click the **Change All** button to replace all instances of the highlighted word by the word in the **Suggestions** box.
- If the **Suggestions** box is empty, the **Change All** button is displayed as **Delete All**. Use **Delete All** to delete all instances of the selected word from the document.

Solution 5.5.

Mail Merge

Create a Letter Document dated with current date for each of the following recipients in the table given below using mail merge. (Use the details given below for the letter).

From Address

AU Computer Training Center,
Chennai – 6.

To Address

Enroll No.	Name	Address
101	Raja	1, New Street, Chennai –8
102	Roja	2, Old Street, Chennai – 9.
103	Sivakami	3, Monitieth Road, Chennai – 8.
104	Omar	4, Mosque Street, Chennai – 5.

Body:

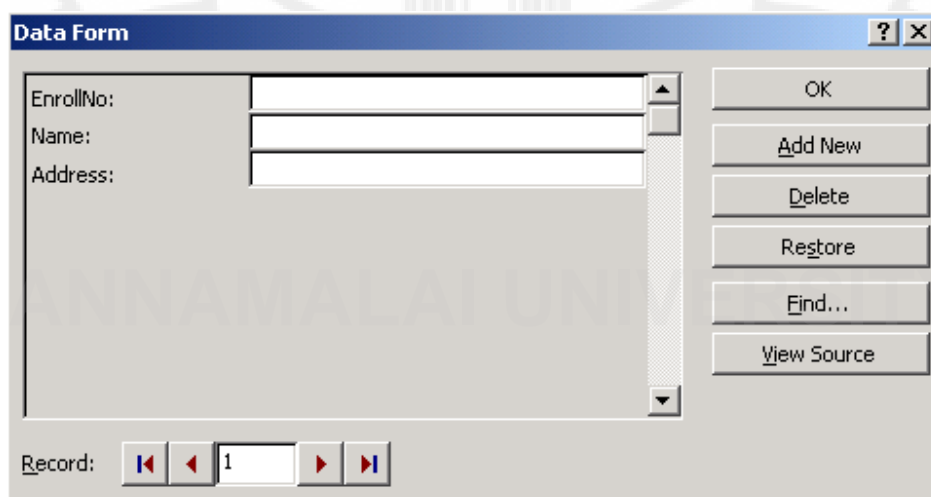
Sir/Madam,

This is to inform you that you will be having a test on **MS office Tools** on Sunday 26-03-2003.

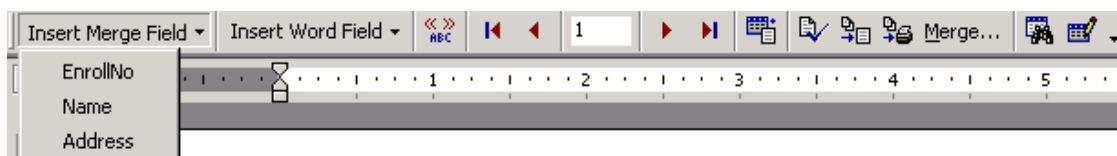
Thanks and Regards,
Authorized Signatory.

Solution:

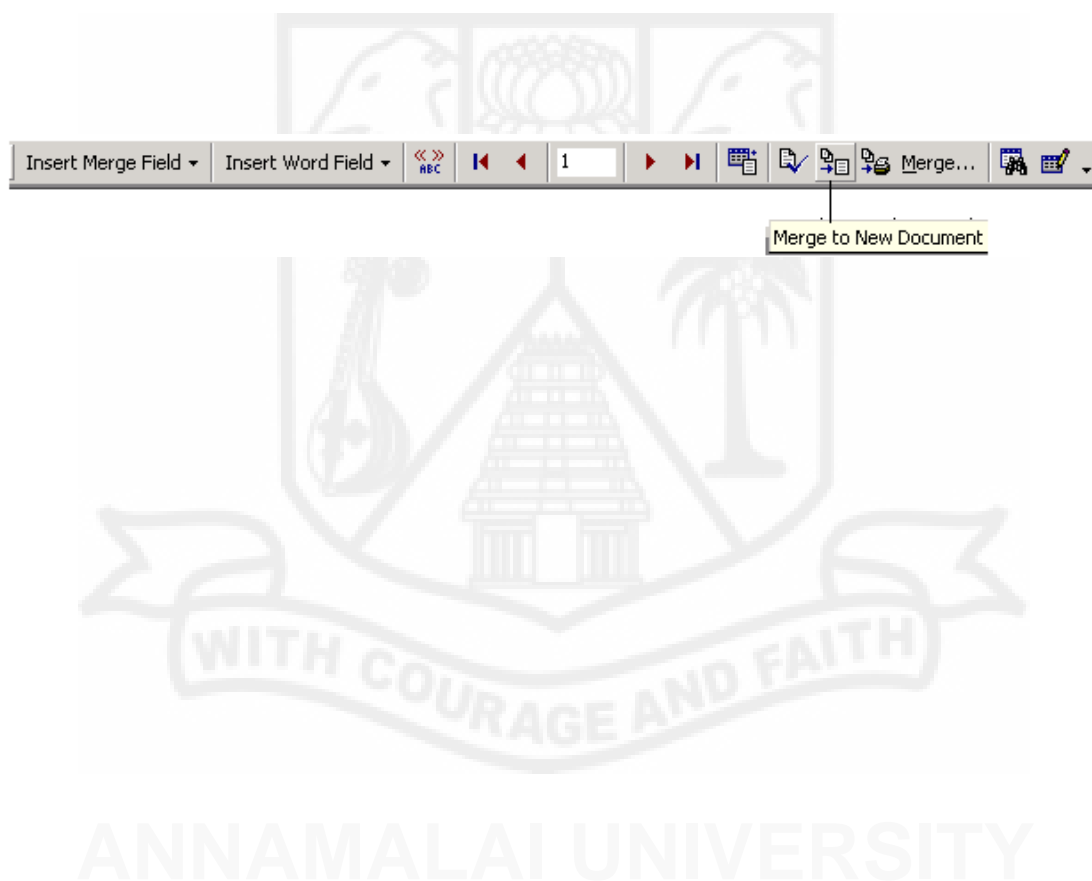
- Open a New document.
- Type the content as given above except the table. Leave space below the **to address**.
- Click **Mail Merge** option on **Tools** menu. **Mail Merge Helper** document window will open.
- Inside Main document category click **Create** button and select **Form Letters**. Then click **Active Window**.
- Inside Data Source category click **Get Data** and select **Create data source** (If you already have the table then select **Open Data Source**.)
- Set of Field name list will be displayed inside **Field names in header row** box. Remove unwanted field by selecting and clicking **Remove Field Name** button.
- If you want to enter new field name, type the field name inside **Field Name:** text box and click **Add Field Name** button.
- After inserting the field press **Ok** button and give the name to save the table (this table will be stored in MS-Word format).
- Click **Edit Data Source** button to enter the records (The **data Form** window will open as show below)



- Click **Add New** button to insert new records. After entering four records (Records are given above in the table) press **Ok** button to quit the screen.
- **Mail Merge** toolbar will appear in the toolbar area.
- Click **Insert Merge Field** option on **Mail Merge** Toolbar.



- Keep the cursor below the **To Address** in the document and click any one of the field one by one from **Insert Merge Field** option
- In the same toolbar click **Merge to New document** option to merge the records in the document.



MS Excel 2000

Exercise 1: -

Solution 1.1.

- Enter the months Jan and Feb in the consecutive cells (row wise or column wise).
- Select the two cells. Position the cursor on the bottom right corner of the cell till a '+' sign appears.
- Drag the Fill Handle to 10 columns (if cells are filled row wise or column wise) and then release the mouse button.

Solution 1.2.

1.2.1. The steps to be followed are:

- Click the cell in the row where name is Bhaskar.
- Right-click the mouse and select the **Delete...** option.
- Choose **Entire row** option in the dialog box that appears and click OK.

1.2.2. The steps to followed are:

- Click the cell on the row that has the name Jai.
- Right-click the mouse and select the **Insert...** option.
- Choose **Entire row** option to insert a row.


1.2.3. The steps to be followed are:

- Click the cell on the column that has the column name **Salary**.
- Right-click the mouse and Select the **Insert...** option.
- Choose **Entire Column** option to insert a column.

Exercise 2: -

Solution 2.1.

By using Auto Sum

- Click the cell below the column name Total amount.
- Click the AutoSum option  and press Enter. It will display the Total Amount. (Repeat this for all the columns).

To calculate the total amount using the Relative Addressing:

- Click the cell, where you want to enter the formula.
- Type an equal sign (=) to begin the formula.
- Type the formula, and then using the Fill handle, copies the formula to the adjacent cells.

(All the above operations are done in the column **Total Amount**).

Solution 2.2

2.2.1. The steps to be followed to name the “Actual amount” column are:

- Select the column “Actual amount”.
- Click the **Name** box.
- Type amt_amt and press Enter.

2.2.2. To align the entries, select the columns “Actual amount”, ‘Tax” and “Total amount” and click the Centre alignment button.

2.2.3. To hide the “Tax” column, right-click the column header and then select **Hide** from the pop-up menu.

2.2.4. Follow the steps given below to apply number format:

- Select the cells of the **Actual amount** column and select Format → Cells.
- Click the **Number** tab in the dialog box that appears.
- Select **Number** from the **Category** list box and click OK.

The final output is as shown in Fig1.1

Medicine Name	Actual amount	Tax	Total Amount
	(1 strip)		
Crocin	15	2	17.00
Dolo	20	1	21.00
ColdAct	35	3	38.00
Anasin	22	1	23.00
Zeecuf	33	4	37.00

Exercise 3: -

Solution 3.1.

The steps to be followed when using the Pivot Table wizard are:

- Select the source table.
- Choose the Pivot Table and Pivot Chart Report... from the Data menu.
- Select the Microsoft Excel list or Database option and select the kind of report to be created and click next.

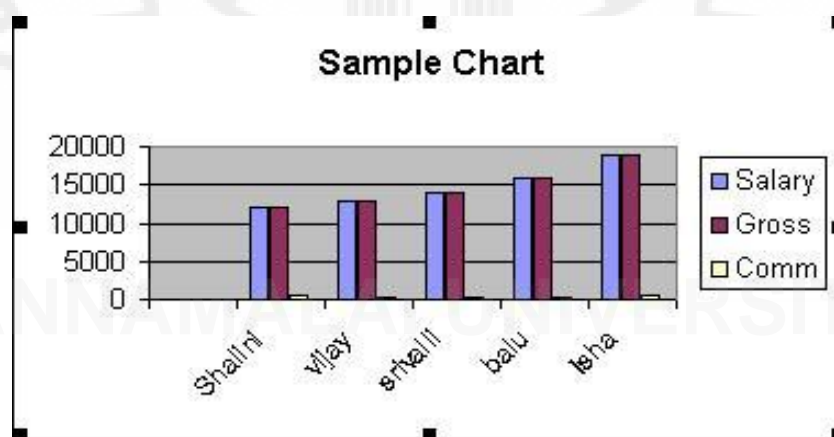
- Specify the data source range in the list range box and click Next.
- A dialog Box appears whether you want to put the pivot table in the existing sheet or in the new sheet.select the Option New sheet and click Finish.
- Drag cust_Id into Drop Page field Here, Cust_Name into Drop Row Field Here, drag the other fields and drop it in the drop column fields and then drag Unit price and drop it in the drop data items.
- Select the format and data options, as well as the page layout (down, then over) from the drop down list
- With the generated Pivot Table, analyze the data field with the corresponding base (page) field and records.
- Select the entry i.e. the customer “babu” in the table and filter the records using AutoFilter from the Data menu.
- Write a relevant key factor for which the list has to be filtered.

Exercise 4: -

Solution 4.1

The steps to be followed using the chart wizard are:

- Select the range of values against which the chart has to be drawn.
- Click the chart icon and select the type of chart (select Column).
- Give a title to the chart.
- Using the wizard, enter the required details and click Finish. The chart is created as shown below:



Solution 4.2.

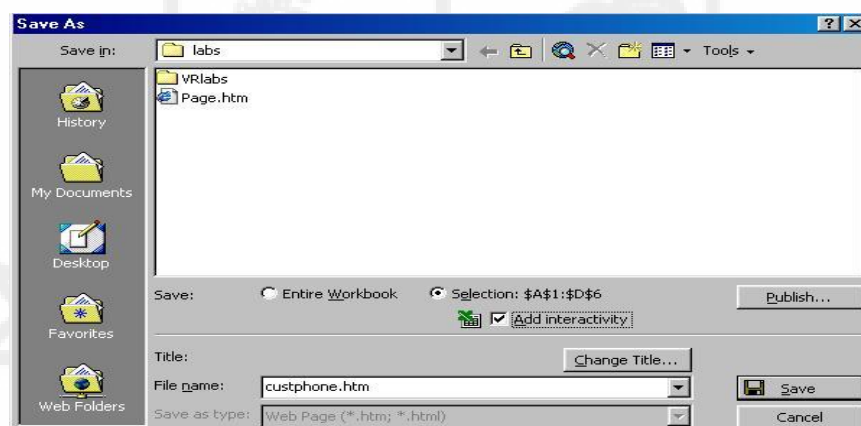
Follow the steps to publish an excel document as a web page on the Intranet or WWW

- Click Start → Programs → Microsoft Excel
- The Excel opening screen appears displaying a blank workbook labeled Book1.
- Type the data(s) as given in the table or type your own data(s).

Customer Phone List

Customer Name	Company Name	Phone	Fax
Vijay Raghavan	Sharp Tech	020-85674	030-0076545
Srivalli	Hard Core Publishers.	040-22492	(5) 555-3745
Bhaskar	Sharp Tools	044-7890	
Ajith	Ofset Tech	80-7890	0621-08924
Sundar	Bye Computers	020-65467	

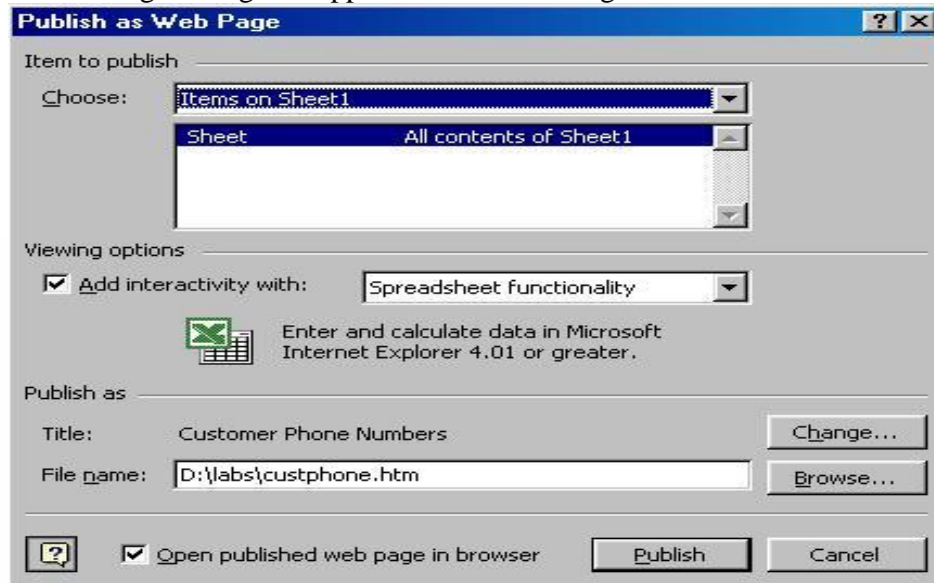
- Select **Save as Web Page** from the **File** menu. The **Save As** dialog box appears as shown in Fig. 1.3



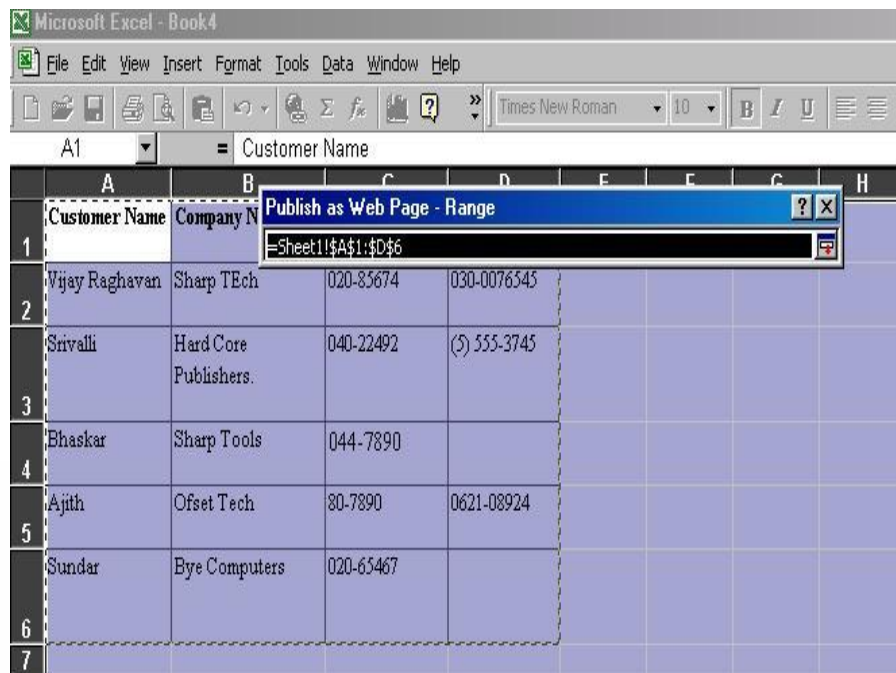
Note

- If the Add interactivity option has not been chosen, then the selected item i.e., the entire workbook will be published as a static page without any interactive functionality. After publishing the page the user cannot make any modifications on this page.
- In the **Save in** list, select the location on which the user wants to save the workbook.
- In the **File Name** box, type a name with an extension (.htm).
- Click the Change Title button to apply or change a title for the web page.

- To save the entire workbook, select Entire Workbook and click save.
- To save a part of the workbook, such as a worksheet or a chart or a table, choose Save as web Page and select the option Selection and click Publish. The Publish as Web Page dialog box appears as shown in Fig 1.4.



- Select the item to be published from the **Choose** box. The item could be a range of cells or items on the sheet1, sheet2 or sheet3. Here we are going to choose a range of cells, so choose **Range of cells** from the **Choose** list.
- The action displays another field below the **Choose** field, wherein the user has to select the range of cells to be published.
- Click the button on the right side of the field to select range of cells on the worksheet.
- Select the range of cells to be published on the worksheet by clicking and dragging the mouse from the place where the data starts and ends as shown in the Fig



- Click the button again on the right side of the **Publish as Web Page – Range** Dialog box as shown in the above figure to go back to the **Publish as Web Page** dialog box.
- Now the user can see the range of cells selected to be published in the field.
- Check the **Add interactivity with** option under **Viewing options**, then select the type of interactivity we want for our web page.

Spreadsheet functionality: This allows us to enter, update, copy, move, delete, sort and filter data.

Pivot Table functionality: This allows us to change the layout of a PivotTables data or sort, filter and change the data as well.

- By default, **Spreadsheet functionality** will be selected in the box. Let the option be as it is.
- Click the Change button to change the title of the web page.
- To view the web page in a web browser, enable the **open published web page in browser** check box.
- Finally, click the **Publish** button to view our web page (as shown in the Fig. 1.6) in a browser.

Programming Lab(MS-Office,C, C++)

Customer Phone Numbers - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search

Address D:\labs\custphone.htm Go

Customer Phone Numbers

	A	B	C	D	E
1	Customer Name	Company Name	Phone	Fax	
2	Vijay Raghavan	Sharp TEch	020-85674	030-0076545	
3	Srivalli	Hard Core Publishers	040-22492	(5) 555-3745	
4	Bhaskar	Sharp Tools	044-7890		
5	Ajith	Ofset Tech	80-7890	0621-08924	
6	Sundar	Bye Computers	020-65467		
7					
8					
9					
10					

Done My Computer



MS Power Point 2000

Exercise 1: -

Solution 1.1.

- Open the PowerPoint application. Choose **Blank Presentation** from the dialog box and click OK. If the PowerPoint application is already open, choose **File→New....** The **New Presentation** dialog box will appear. Choose **Blank Presentation** and click OK.
- In the **New Slide** dialog box choose **Title Slide** layout and click **OK**.
- Choose the placeholder that says, “Click to add title” and type “Company Hierarchy”. Set its font style to Tahoma, 44 and Bold. On completion, click anywhere outside the placeholder. Thus the first slide appears as shown in Fig 1.7.

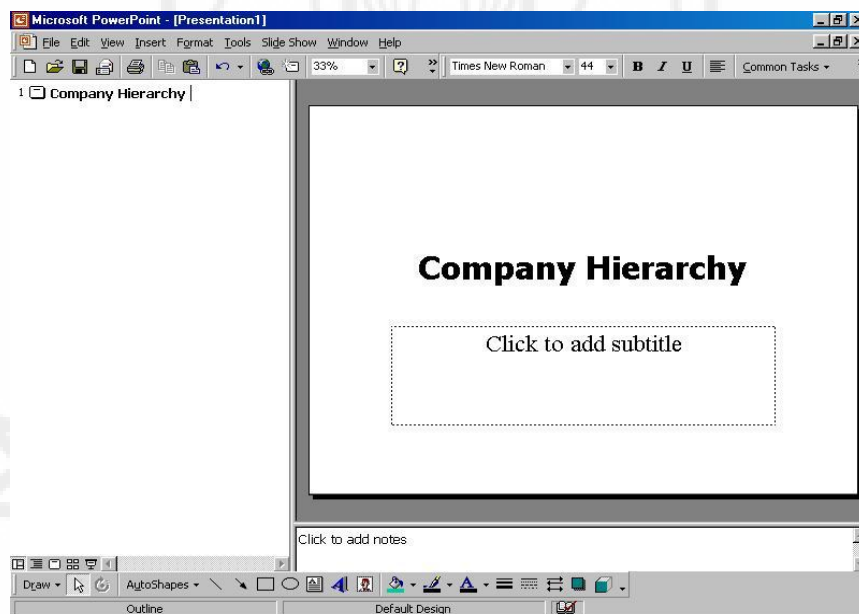


Fig 1.7

- Choose **File→ Save As....** In the **File Name** text box of the **Save As** dialog box, enter the name of the presentation as **Company profile**. In the **Save as type** textbox select **Presentation**. Click the **Save** button.

Solution 1.2.

- Choose **View→ Master→ Slide Master**. This opens the Slide Master.
- Choose **Format→ Apply Design Template**. The **Apply Design Template** dialog box opens.
- Select the “Capsules” design and click **Apply**.
- In the Master slide, click on the design and move it up and then increase the area for the subtitle (if necessary).

- Type the following in the “Click to edit master subtitle style” placeholder:
Click to edit Master text styles
 Second level
 Third level
 Fourth level
 Fifth level
- Set the corresponding bullets for each level. The bullets should be 100% of the text. If desired, the colour of the bullets could be changed.
- Select the first two levels and set the font style to Bold.
- Save the presentation

On completing the above steps, the screen appears as shown in Fig 1.8.

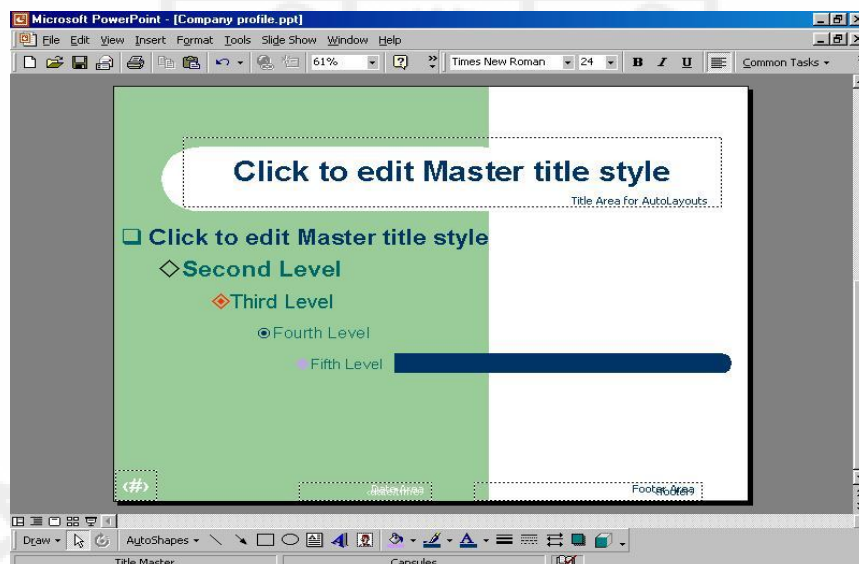


Fig 1.8

Solution 1.3.

- Choose **Insert**→ **New Slide....** The **New Slide** dialog box appears.
- Choose **Bulleted List** layout and click **OK**.
- In the “Click to add title” placeholder type “Company's Profile”. Set its font style to Bold.
- In the “Click to add text” placeholder, type the following at the corresponding levels:

XYZ Company was formed on 1999.

Consists of 2 branches.

Deals in Customized development

Deals in Hardware sales & Service

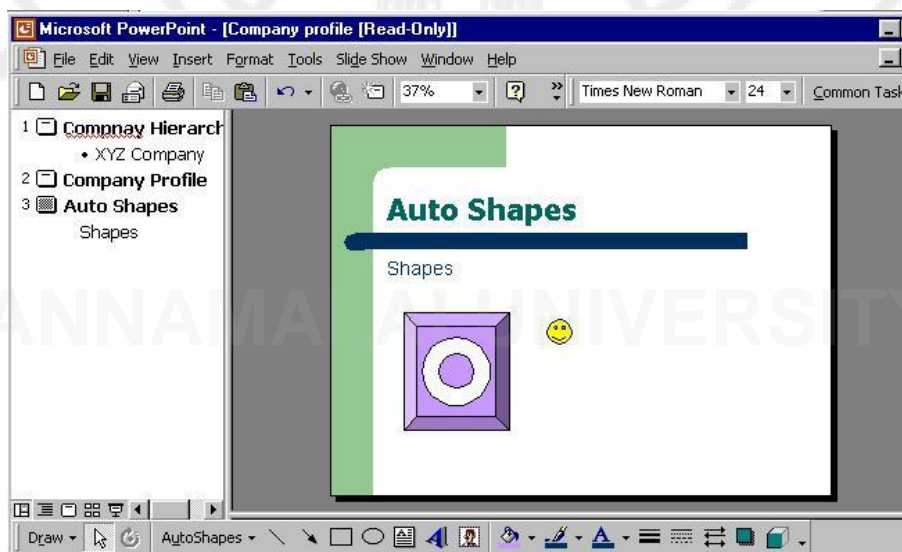
Hardware partners HCL & Samsung

- Save the Presentation.

Solution 1.4.

- Choose **Insert**→ **New Slide...**
- In the **New Slide** dialog box choose the **Blank** layout.
- Choose **AutoShapes**→**Basic Shapes**→**Bevel** from the **Drawing** toolbar
- Place the mouse on the slide. Click and drag the mouse to draw the Bevel. (If the Drawing toolbar is not visible, right click on any toolbar to see the popup menu and select the Drawing toolbar option). Release the mouse.
- Choose **AutoShapes**→**Basic Shapes**→**donut** from the **Drawing** toolbar.
- Place the mouse pointer inside the Bevel. Click and drag the mouse on the slide to draw the donut. Release the mouse key.
- Choose **AutoShapes**→**Basic Shapes**→**Can** from the **Drawing** toolbar.
- Place the mouse pointer inside the donut. Click and drag the mouse to draw the can. Release the mouse.
- Choose **AutoShapes**→**Basic Shapes**→**Smiley Face** from the **Drawing** toolbar.
- Place the mouse pointer near the drawn figure. Click and drag the mouse on the slide to draw Smiley Face. Release the mouse.

On completing the above steps, the slide will appear as shown in Fig 1.10.



The Slide Sorter View helps us to see all the slides in a single screen. The Slide Sorter View can be opened in two ways:

- Click the **Slide Sorter View** button in the lower left corner of the screen. (OR)
- Choose **View→ Slide Sorter**

The screen appears as shown in Fig 1.11.

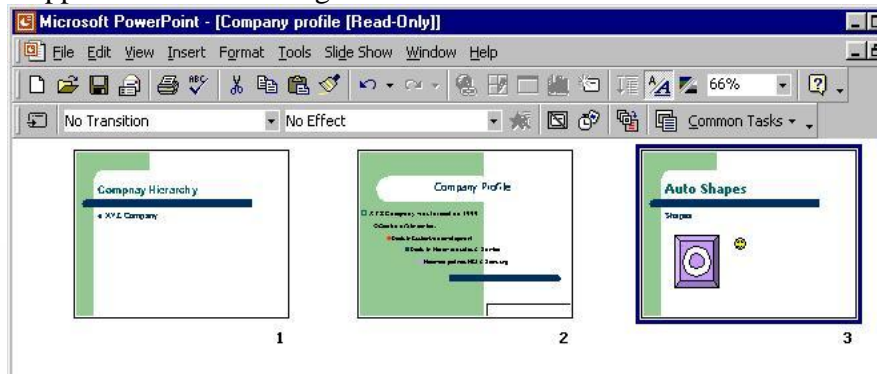


Fig 1.11

Exercise 2: -

Solution 2.1.

- Open the slide that has the title “Company Hierarchy”
- Choose **Insert → Picture → ClipArt**.
- Choose the category **Dividers & Décor**
- Choose **compasses** and insert it.
- Close the **Clip Gallery**.
- Enlarge the clip art and drag it to center of the slide.
- Save the slide.

Solution 2.2.

- Open the slide to which the Organizational chart has to be attached.
- Choose **Insert → Picture → Organization Chart** or click the **Insert Org Chart button** on the Standard Toolbar. Organization chart starts automatically.
- Change the title as **XYZ Hierarchy**. Select **Text→ Font**. Choose **Monotype corsiva**, set the font size as 48.
- Type Dr. Saravanan.in first line and Managing Director (MD) in second line of top box.
- Choose **Text→ Font**. Set the font size as 28 and choose Italic style.
- Add other designations and names as per the hierarchy.
- Choose **File → Exit and Return to Presentation**.
- A dialog box asks ”Do you want to update object in Presentation before proceeding”?
- Click Yes. Microsoft Organization chart closes and returns to PowerPoint.

- Choose Insert→ Pictures→ WordArt. Choose the style and type Company Hierarchy.
- Place the WordArt in top of the slide and save the slide.

Solution 2.3.

- Open the slide to which the table has to be attached
- Choose **Insert →Table**
- Enter the Number of Columns as 2 and Rows as 6
- In the First Row first column type **Project Name** and in the Second Column type **Platform** then type records as given in the table in the next rows

Exercise 3: -

Solution 3.1.

- Move to the AUTO SHAPES slide
- Choose **Insert→Picture→From File...**
- Select the C:\Windows directory
- Select the **Circle.bmp** file
- Click **Insert**. The picture will appear in the center of the slide.
- Select the picture and enlarge it and move it to a suitable position on the slide.

On completing the above steps, the slide will appear as shown in Fig 1.12.

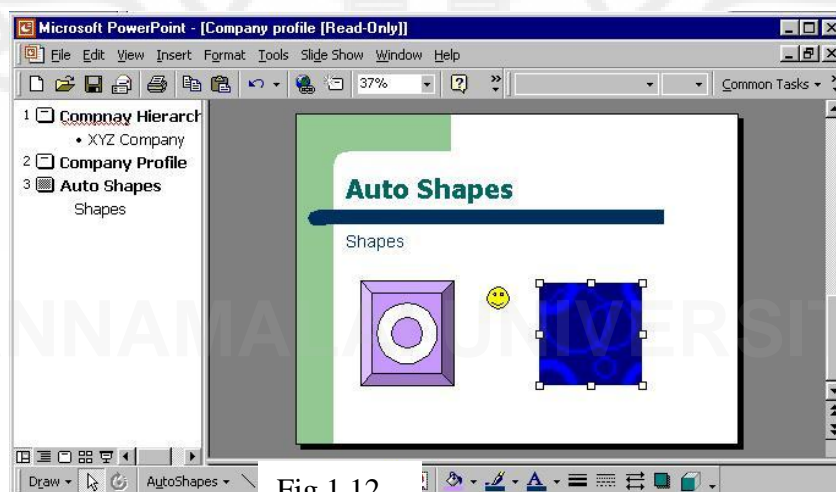


Fig 1.12

Solution 3.2.

- Open the WordPad application

- Type the following:

Future Plans
Investors

- Save the file as **Details.rtf** in the C:\ directory.
- Close the WordPad application.
- Open the Company profile presentation in the PowerPoint application
- Select the last slide.
- Choose **Insert→Slides from Outline....** The **Insert Outline** dialog box is opened.
- Move to the C:\ directory and select the **Details.rtf** file.
- Click on the **Insert** button. Two slides will be created with titles **Future Plans** and **Investors** respectively.

Solution 3.3.

- Choose the **AUTO SHAPES** slide
- Choose **File→Save As** to open the **Save As** dialog box.
- Select the C:\ directory.
- Enter **AutoShapes.wmf** in the **File Name** textbox.
- From the **Save As Type** list select **Windows Metafile**.
- Click **Save**.

Solution 3.4.

- Click the **Slide Sorter View** button in the lower left corner of the screen (OR) Choose **View→Slide Sorter**. All the slides in the presentation will be displayed.
- Click on the **Future Plans** slide.
- Drag the slide and drop it after all the slides. Thus the **Future Plans** slide is set as the last slide in the presentation.

Solution 3.5.

The Slides can be deleted by using both the Outline View and the Slide Sorter View.

To delete the slides in the Slide Sorter View:

- Choose **View→Slide Sorter**.
- Select the three slides by Pressing Ctrl Key which are to be deleted.
- Press the **Delete** key on the keyboard (OR) Choose **Edit→ Delete Slide**.

To delete the slides in the Outline View:

- Choose the **Outline View** in the lower left bottom of the screen.

- Select the AUTO SHAPES slide in the Outline pane.
- Press the Delete key (OR) Choose **Edit→ Delete Slide**.
- Repeat the above steps for the other two slides.

Note

- If the slide is deleted using the delete key, then a dialog box appears as shown in Fig 1.13. Click on the **OK** button to confirm the deletion.

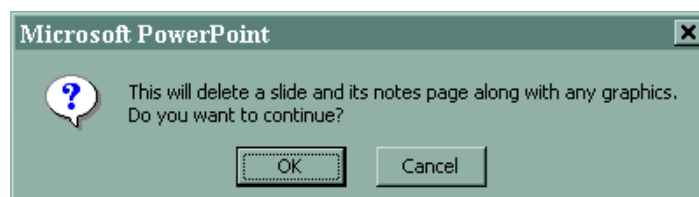


Fig 1.13

Solution 3.6.

- Choose **Slide Show→Slide Transition....** The **Slide Transition** dialog box appears.
- Select **Random Transition** option in the list box under the **Effect** frame.
- Click on the **Slow** option.
- Click the **Apply to All** button. The Random Transition will be applied to all the slides in the presentation.

Solution 3.7.

- Choose either the Outline View or the Slide View or the Normal View.
- Choose **Slide Show→ Custom Animation....** The **Custom Animation** dialog box appears.
- Check the **Title1** check box in the **Check to animate slide objects** frame.
- Select **Effects** tabs and in the **Entry Animation and Sound** frame, select **Fly** in the first list box and **From Left** in the second list box.
- Check the **Text 2** check box in the **Check to animate slide objects** frame.
- In the **Entry Animation and Sound** frame select **Spiral** in the first list box (The other list box is disabled for this option).
- Click the **Preview** button to view the effect.
- Click **OK** to accept the settings.

In the Slide sorter view, a transition symbol appears in the lower left corner of the slide. On clicking it, a preview of the animation is shown.

Solution 3.8.

- Choose **Slide Show→Custom Shows....** The **Custom show** dialog box opens.
- Click the **New** button. The **Define Custom Show** dialog box appears. In this dialog box the user can arrange the slides in a unique order for later playback.
- In the **Slide Show name** text box type **Custom1**.
- Select the slides (by pressing the Shift key and clicking on each of the slides).
- Click the **Add** button to copy them to the window on the right.
- Click **OK**.
- Click the **Close** button to close the **Custom Shows** dialog box.

To view the custom show:

- Choose **Slide Show→Custom Shows....** The Custom Shows dialog box appears.
- Select **Custom1**.
- Click **Show**

Note

- If a slide has to be removed from the Custom show, select the appropriate slide and click the **Remove** button.
- The order of the slides in the custom show can be rearranged by clicking the desired slide and by using the up and down arrows at the right edge of the window.

Solution 3.9.

- Choose **File→Save as Web Page....** The **Save As** dialog box is opened.
- Save the presentation as **comp_pro.htm** file (The **Save As type** should be **Web Page**) in the **C:** directory.
- Click **Save**. This generates the Web page.
- Open the **Internet Explorer**.
- Type **C:\comp_pro.htm** in the **Address** textbox.
- Press **Enter** key.

Solution 3.10.

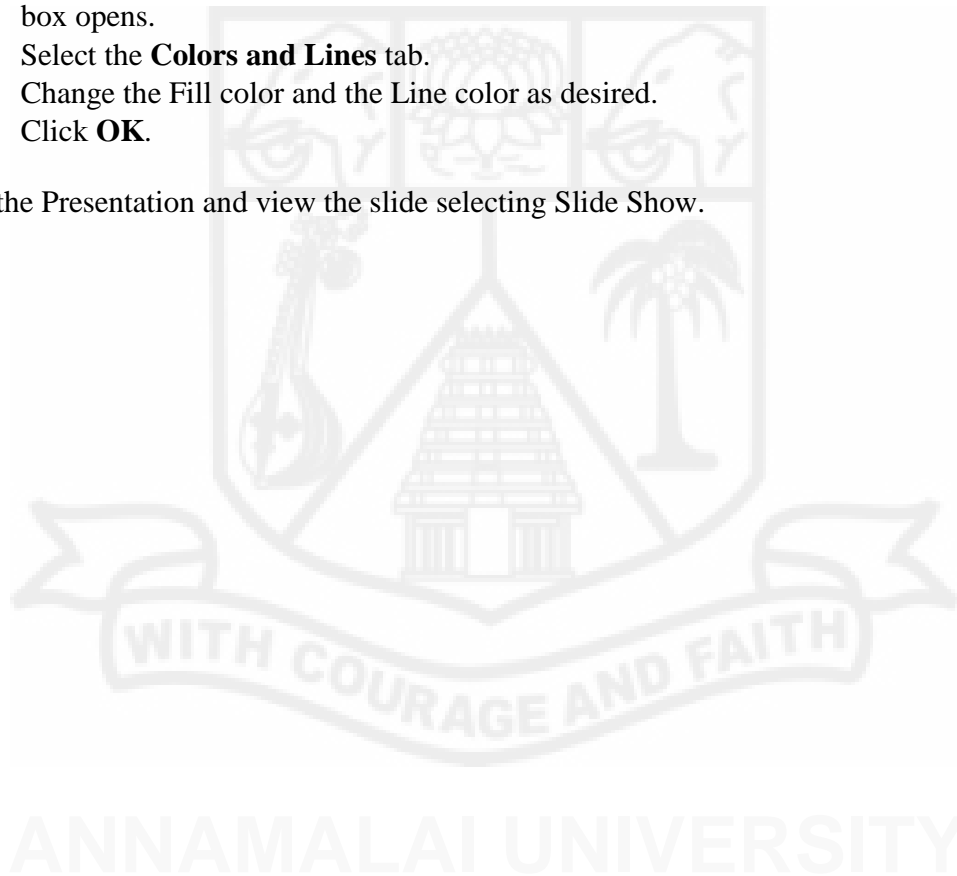
- Select the last slide.
- Choose **AutoShapes→Action Buttons** from the **Drawing** toolbar.
- Select the **Custom** action button.
- Place it on the slide. The **Action Settings** dialog box opens.
- Select the **Run Program** option in the **Mouse Click** tab.
- Click the **Browse...** button. The **Select a Program to Run** dialog box appears.
- Change the directory to **C:\Windows**.
- Select **Notepad.exe** from the resulting dialog box.

- Click **OK**.
- Click **OK** to close the **Action Settings** dialog box.
- Right click the mouse to view the popup menu.
- Select the **Add Text** option.
- Type the text - **Click to enter your comments** in the button.
- Click outside the button to end the typing.
- Click and drag the yellow handle to change the shape of the button.

To change the color of the button:

- Right click the mouse to view the popup menu.
- Select **Format AutoShape...** in the popup menu. The **Format AutoShape** dialog box opens.
- Select the **Colors and Lines** tab.
- Change the Fill color and the Line color as desired.
- Click **OK**.

Save the Presentation and view the slide selecting Slide Show.



MS – ACCESS 2000

1.

DeptNo	DeptName	Location
10	Admin	Chennai
20	Marketing	Mumbai
30	Sales	Delhi
40	Purchase	Bangalore

2.

EmpNo	EName	Basic	DA	Deptno
1	Sundar	2400	500	10
2	Vijay	3500	650	20
3	Saravanan	4600	780	30
4	Sethu	5700	890	20
5	Raja	6100	950	10
6	Surendar	7300	560	30
7	Vivek	6500	430	20
8	Raman	5400	230	10
9	Jain	3300	460	10
10	Ajay	7800	660	20

3. Select * From Emp

4. Select basic From Emp where Ename='Sundar'

5. Select basic+da From Emp where Ename='Raja'

6. Select * From Emp where Empno=3

7. Select * from Emp where basic =(select Max (basic) from emp)

8. Select * from Emp where DA =(select Min (da) from emp)

9. Select deptname from emp,dept where dept.deptno=emp.deptno and Emp.name='sethu'
10. Select ename, deptname from emp, dept where dept.deptno=emp.deptno
11. Select Basic*0.3 from Emp
12. Select basic*0.12 from Emp
13. Select DeptName from Dept Where DeptNo Not In (Select DeptNo from Emp)
14. Select deptname, count (ename) from EMP, dept Where emp.deptno=dept.deptno group by deptname
15. Select deptname, sum (basic+da) From dept, EMP Where dept.deptno=emp.deptno Group By deptname
16. Select ename from EMP Order by ename desc
17. Select Avg (Basic+DA) From Emp
18. Update Emp SET Basic=4500 Where EName='Jain'
19. Update Emp SET Deptno=20 Where EName='Raman'
20. Delete from EMP Where Empno=4
21. Update Emp Set Ename='Vivek Kumar' Where Ename='Vivek'
22. Delete from Emp Where Deptno=30

Additional Questions
Ms-office

Ms-word

1. Create a formatted resume, which must be above 1 page.
2. Create a document, type two or more paragraph about Internet and it must be formatted apply watermark “Confidential ” and current date.
3. Create a web page about Annamalai University and apply designs.
4. Create two documents use hyperlink to navigate these two documents
5. Create a document with above 5 paragraphs create an index.
6. Create a document with 5 paragraphs you must perform following tasks.
 - a. Apply different style for paragraph headings.
 - b. Apply picture bulleted list
7. Create a document with 4 paragraphs set first line spacing as 0.3”, set spaces between each paragraphs is 1.5 pt, set line pacing as 1 line. And Convert the document as 3-column format.
8. Create a mark sheet with tables. The table must be drawn manually.
9. Create a document add page border, page numbers, insert an image into the document.
10. Create a document for employee details embed a MS-Excel employee detail worksheet in the document. Whatever the changes made in the excel worksheet it must be reflected in the document.
11. Create an invitation for your birthday party to your friends (use mail merge).
12. Create a document with five or more paragraphs and show that the usage of **Macros**.
13. Create a document about company employee details and import an employee table from the MS-Access. Employee number must be in sorted for and who have get more than Rupees 2000 salary.

Programming Lab(MS-Office,C, C++)

14. Create a document which contains two frames, left side of the document contains contents of the frame, if we click the content the corresponding details in the frame 2 will be shown.
15. Create a word application to print 8 addresses
16. Paste a bmp in a word document and add handouts about it.
17. Create a document which uses wordart
18. Create a document and add a header and a footer to it
19. Create a word document and perform spell check and grammar check
20. Create a word document that uses bulleted list
21. Create two documents and merge them
22. Create a document that calls dynamic help

MS-Excel

1. Create a excel sheet for student mark list, Find the total, average using relative addressing using a conditional format differentiate field who have lesser than 40 marks.
2. Create a excel sheet with following format

Sno	Name	Lang		Major			
		L1	L2	M1	M2	M3	M4
01	Mohamed	88	55	45	65	90	88
02	Jennifer	89	66	54	87	88	60
03	Ram	77	49	66	85	99	90

- Insert 2 student details between Jennifer and Ram.
- Insert 3 more columns after marks total, average and class and calculate the total, average and class.
- Sort the records according to serial no.

3. Create a sales report for your company and show that growth of your company by Chart.
4. Create a excel sheet about employee details import an employee table from the oracle.
5. Create an excel sheet which shows the list of employees in an organization
6. Create an excel sheet to print the pay slip of an employee
7. Create an excel sheet that contains the course details
8. Create an excel sheet which contains pie chart that shows the monthly expense of an organization
9. Create an excel sheet that contains students mark list. Sort it
 1. Ascending order of names.
 2. Ascending order of total marks.
 3. Descending order of grades.
10. Create a custom view for your excel sheet to navigate excel sheet.
11. Create a form to enter supplier details in an excel sheet
12. Create an excel sheet and illustrate maximum, minimum, sum, count, average and square functions
13. Create excel sheet for student marklist. Calculate the class average and individual rank
14. Create an Excel sheet for student it contains Roll No, Name, Course, Date of Joining, Sex columns insert 5 student details through Form (Data → Form).
15. Create a excel sheet for Employee Detail Maintenance which has empno, name, Date of birth, Department, Salary. Name must be 25 characters long, Date-Of-Birth must be valid date. (Use Data Validation).
16. Create an excel sheet with a custom header and footer
17. Create an excel sheet that contains formatted headings
18. Create a macro in excel that to increase the font size of the cell
19. Create an excel sheet that uses paste special and paste link options
20. Create an excel sheet that stores the addresses

Ms-Power Point

1. Create a Slide Show using Design template and with different animation effects about your XYZ Company.
2. Create birthday greeting for your friend.
3. Create a Slide Show for your Course content in semester-wise .You must use different effects and transition to your slide.
4. Create a slide show with four slides. Each slide should have slide number, heading. USE slide master for formatting
5. Create a slide show which makes of clip art
6. Create a slide show that illustrates the various shapes with examples
7. Create a slide show about your company. Apply transitions
8. Create a slide show using different design templates about your XYZ Company.0
9. Create a Slide Show to explain traffic signals. Use necessary clip arts.
10. Create a slide show that contains slides with charts and clip arts
11. Create a slide show and set auto timings
12. Create a slide show with organization chart
13. Create a slide show with two column text
14. Create a slide show copying the content from word document
15. Create a slide show and save it as an exe file

Ms-Access

- 1.a. Create dept table with following structure and insert 5 records

Deptno	number
Dname	text

- b. Design a query to display all the records of dept table

- 2.Create emp table with following structure

empno	number
ename	text
deptno	number
basic	number
doj	date

Insert 5 records into the table using form

- 3.Display the employee working in the given department. Accept department from user

Programming Lab(MS-Office,C, C++)

4. Design a report to retrieve employee details department wise
5.
 - a. Display the employee receiving maximum salary
 - b. Create a report displaying the employee database sorted by ascending order of doj
6.
 - a. Create course table and insert 5 records

Course	
Courseid	Number
CourseName	Text

- b. Display the course details in tabular form
7. Create student database and insert five records using form. Declare constraints

<u>Stud</u>	
RollNo	Number
Name	Text
Courseid	Number
Sex	Text
DateOfBirth	Date
Address	Text

- a. Display students according to courseid
 - b. Display students sorted by age ascending
9.
 - a. Create address database and enter 5 records
 - b. Display address in label format in a word document
10.
 - a. Design a form to enter records into address data base
 - b. Display the addresses available for a given city. Accept city at runtime
11. Create the Supplier table in the following format.

Supplier

S#	SuppName	City
S1	John	Paris
S2	Alex	London
S3	Mohamed	Porto Novo

Programming Lab(MS-Office,C, C++)

S4	Ram	Berlin
S5	Ahad	Calcutta

- a. Design the form to enter the data.
 - b. Design the query to display supplName in ascending order.
12. Create Item table in the following structure.
- ItemNo Number
ItemName Text
Color Text
Cost Number
- Itemno must be a primary key
 - Insert ten records
13. Create Item table in the following structure.
- ItemNo Number
ItemName Text
Color Text
Cost Number
14. Create a supplier table in the following format.
- Sno Number
ItemNo Number
Sname Text
City Text
- Relate the two tables.
 - Insert 10 records.
 - Create the report Supplier number group by item no.
15. Import an EMP details from a excel Sheet into your EMP table.
- Display all the details of the EMP.
 - Display the employee who is getting more than 5000 as salary.
16. Import a student detail table from text file into access database.
- Display the student in course wise.
 - Create a report for the student detail.
 - Add more records using forms
-

C Programming



C Programming

1. Write a Program to print “Hello World”.

```
#include <stdio.h>
int main (void)
{
    printf ("Hello World! \n");
}
```

OUT PUT:

Hello World!

2. Write a Program to Print powers of 2: 1, 2, 4, 8, up to 2^N

```
#include <stdio.h>
#define N 16
int main(void)
{
    int n;
    int val = 1;
    printf("\t n \t 2^n\n");
    printf("\t===== \n");
    for (n=0; n<=N; n++)
    {
        printf("\t%3d \t %6d\n", n, val);
        val = 2*val;
    }
    return 0;
}
```

OUT PUT:

n	2 ⁿ
=====	
0	1
1	2
2	4
3	8
4	16
5	32
6	64
7	128
8	256
9	512
10	1024

11	2048
12	4096
13	8192
14	16384
15	32768
16	65536

3. Write a program Add two numbers and print them out with their sum.

```
#include <stdio.h>
int main(void)
{
    int first, second;
    printf("Enter two integers > ");
    scanf("%d %d", &first, &second);
    printf("The two numbers are: %d %d\n", first, second);
    printf("Their sum is %d\n", first+second);
}
```

4. Write a program to find the factorial of an integer.

```
#include <stdio.h>
int fact(int n);
int main(void)
{
    int current;
    printf("Enter a positive integer [to terminate enter non-positive] > ");
    scanf("%d", &current);
    while (current > 0)
    {
        printf("The factorial of %d is %d\n", current,
               fact(current));
        printf("Enter a positive integer [to terminate
               enter non-positive] > ");
        scanf("%d", &current);
    }
}
/* n is a positive integer. The function returns its factorial */
int fact(int n) {
    int lcv; /* loop control variable */
    int p; /* set to the product of the first lcv
            positive integers */

    for(p=1, lcv=2; lcv <= n; p=p*lcv, lcv++);
    return p;
}
```


6. Write a program to find first N Fibonacci Numbers.

Page 52

```
        next = twoaway;
    }
}
}
```

OUTPUT:

How many Fibonacci numbers do you want to compute? 9

I	Fibonacci(I)
=====	
1	1
2	1
3	2
4	3
5	5
6	8
7	13
8	21
9	34

7. Write a program using function declarations, definitions.

```
#include <stdio.h>
```

```
void square1(void);
void square2(int i);
int square3(void);
int square4(int i);
int area(int b, int h);
```

```
/* Main program: Using the various functions */
int main (void) {
    square1(); /* Calling the square1 function */
    square2(7); /* Calling the square2 function using
                 7 as actual parameter corresponding to
                 the formal parameter i */
}
```

```
printf("The value of square3() is %d\n", square3());
printf("The value of square4(5) is %d\n", square4(5));
printf("The value of area(3,7) is %d\n", area(3,7));
}

/* Definitions of the functions */
/* Function that reads from standard input an integer and prints it out together
with its sum */

void square1(void){
    int x;
    printf("Please enter an integer > ");
    scanf("%d", &x);
    printf("The square of %d is %d\n", x, x*x);
}
/* Function that prints i together with its sum */
void square2(int i){
    printf("The square of %d is %d\n", i, i*i);
}
/* Function that reads from standard input an integer and returns its square */
int square3(void){
    int x;
    printf("Please enter an integer > ");
    scanf("%d", &x);
    return (x*x);
}
/* Function that returns the square of i */
int square4(int i){
    return (i*i);
}
/* Function that returns the area of the rectangle with base b and hight h */
int area(int b, int h){
    return (b*h);
}
```

OUTPUT:

```
Please enter an integer > 3
The square of 3 is 9
The square of 7 is 49
Please enter an integer > 4
The value of square3() is 16
The value of square4(5) is 25
The value of area(3,7) is 21
```

8. Write a program to display the reverse number.

```
#include <stdio.h>
main()
{
    int n,reverse;
    clrscr();
    printf("Enter any positive number");
    scanf("%d",&n);
    while (n!=0)
    {
        reverse=n%10;
        printf("%d",reverse);
        n=n/10;
    }
    getch();
}
```

9. Write a program on Operations on arrays to accessing array elements in different ways.

```
#include <stdio.h>
#include <conio.h>
main()
{
    int num[] = {24,34,12,44,56,17};
    int i=0;
    clrscr();
    while (i < 6)
    {
        printf("\nAddress = %u %u", &num[i],num+i);
        printf("\nElement = %d ", num[i]);
        printf(" %d ", *(num+i));
        printf(" %d ", *(i+ num));
        printf(" %d ", i[num]);
        printf(" %d\n", *(num + (i + 1)));
        i++;
    }
    getch();
}
```

10. Write a program using Simple string operations:

String literals:

printf, scanf, %s, %c

strlen

strcpy

strcmp

```
#include <stdio.h>
#define MAXBUFF 128

int main(void) {
    char c[] = "012345";
    char line[MAXBUFF];
    int lcv;
    int cmp;
    printf("sizeof(c)= %d\n", sizeof(c));
    printf("sizeof(line)= %d\n", sizeof(line));

    for (lcv=0; lcv<=strlen(c); lcv++)
        printf("c[lcv]= %d = %c\n",c[lcv],c[lcv]);
    printf("Please enter a string : ");
    scanf("%s",line);
    printf("strlen(line) = %d\n", strlen(line));
    printf("line = [%s]\n",line);
    cmp = strcmp(c,line);

    if(cmp<0)
        printf("%s is less than %s\n", c, line);
    else if (cmp==0)
        printf("%s is equal to %s\n", c, line);
    else
        printf("%s is greater than %s\n", c, line);
    strcpy(line,c); /*copy the string c into line */
    cmp = strcmp(c,line);

    if(cmp<0)
        printf("%s is less than %s\n", c, line);
    else if (cmp==0)
        printf("%s is equal to %s\n", c, line);
    else
        printf("%s is greater than %s\n", c, line);
}
```

OUTPUT:

```
sizeof(c)= 7
sizeof(line)= 128
c[lcv]= 48 = 0
c[lcv]= 49 = 1
c[lcv]= 50 = 2
c[lcv]= 51 = 3
```

```
c[lcv]= 52 = 4
c[lcv]= 53 = 5
c[lcv]= 0 =
Please enter a string: roses are red
strlen(line) = 5
line = [roses]
012345 is less than roses
012345 is equal to 012345
```

11. Write a program to find whether the given string is PALINDROME or Not.

```
#include<stdio.h>
#include<string.h>
#include"youdei.h"
main()
{
    char string[100];
    int i,len,check;
    frontend("PROGRAM TO FIND WHETHER A STRING IS
    PALINDROME");
    printf("Enter a string =>");
    scanf("%s",&string);
    len=strlen(string)-1;

    for(i=0;i<=len/2;i++)

    if (string[i]==string[(len-i)]) check=1;
    else
    {
        check=0;
        i=len;
    }
    if (check==1)
        printf("\n%s is a palindrome",string);
    else
        printf("%s is not a palindrome",string);
    getch();
}
```

12. Write a program to illustration of pointer to pointer to pointer.

```
#include <stdio.h>
main()
{
    int i;
    int *j;
    int **k;
    int ***l;
    int ****m;
    clrscr();
    j = &i; k = &j; l = &k; m = &l;
    printf("Address of i = %u %u %u %u %u \n", &i, j, *k, **l, ***m);
    printf("Address of j = %u %u %u %u \n", &j, k, *l, **m);
    printf("Address of k = %u %u %u \n", &k, l, *m);
    printf("Address of l = %u %u \n", &l, m);
    printf("Address of m = %u \n", &m);
    i = 100;
    printf("Contents of i = %d %d %d %d %d %d \n", i, *(&i), *j, **k, ***l, ****m);
    printf("Contents of j = %u %u %u %u %u %u \n", &j, *(&j), *k, **l, ***m);
    printf("Contents of k = %u %u %u %u %u \n", &k, *(&k), *l, **m);
    printf("Contents of l = %u %u %u %u \n", &l, *(&l), *m);
    printf("Contents of m = %u %u %u \n", &m, *(&m));
    *j = 200;
    printf("Contents of i = %d %d %d %d %d %d \n", i, *(&i), *j, **k, ***l, ****m);
    **k = 300;
    printf("Contents of i = %d %d %d %d %d %d \n", i, *(&i), *j, **k, ***l, ****m);
    ***l = 400;
    printf("Contents of i = %d %d %d %d %d %d \n", i, *(&i), *j, **k, ***l, ****m);
    ****m = 500;
    printf("Contents of i = %d %d %d %d %d %d \n", i, *(&i), *j, **k, ***l, ****m);
    getch();
}
```

13. Write a program Illustration of function with pointer arguments

```
#include <stdio.h>
#include <conio.h>

main()
{
    int i1 = -5, i2 = 66, *p1 = &i1, *p2 = &i2;
    clrscr();
    printf("i1 and i2 before call to function test :\n i1          = %d i2 = %d\n", i1, i2);
    exchange(p1, p2);
    printf("i1 and i2 after call to 1st exchange :\n i1          = %d i2 = %d\n", i1, i2);
    exchange(*p1, *p2);
}
```

```
printf("i and j after call to 2nd exchange :\n i1 =  
      %d i2 = %d \n", i1,i2);  
  getch();  
}  
exchange(ptr1,ptr2)  
int *ptr1,*ptr2;  
{  
  int tmp;  
  tmp = *ptr1;  
  *ptr1 = *ptr2;  
  *ptr2 = tmp;  
}
```



C++ Programming

C++ Lab Manual

1. Write a simple program that prints a string on the screen.

Solution

```
#include<iostream.h>
#include<conio.h>
main ()
{
    cout << "Welcome to C++ lab Exercise";
    getch();
}
```

2. Write a program to find the average of two numbers.

Solution

```
#include<iostream.h>
#include<conio.h>
main ()
{
    float num1, num2, sum, avg;
    cout << "Enter two numbers :";
    cin >> num1;
    cin >> num2;
    sum = num1+num2;
    avg=sum/2;
    cout << "Sum = " << sum << "\n";
    cout << "Average = " << avg << "\n";
    getch();
}
```

3. Write a program to get the Name, Age, address, phone number from the user and display them by using the class function.

Solution

```
#include<iostream.h>
#include<conio.h>
class sample
{
    char name[30];
    int age;
    char add[30];
    int phone;
public :
    void getdata(void);
    void display(void);
};

void sample :: getdata(void)
{
    cout << " Enter your Name : " ;
    cin >> name;
    cout << " Enter your Age :";
    cin >> age;
    cout << " Enter your Address :";
    cin >> add;
    cout << " Enter your Phone Number :";
    cin >> phone;
}

void sample :: display(void)
{
    cout << "\n Name : " << name;
    cout << "\n Age : " << age;
    cout << "\n Address : " << add;
    cout << "\n Phone Number : " << phone;
}

void main()
{
    sample s;
    s.getdata();
    s.display();

    getch();
}
```

4. What is the output of the following code?

Solution

```
#include<iostream.h>
#include<conio.h>
int a=10;
void main()
{
    int a=15;
    cout<<a<<::a<<endl;
    ::a=20;
    cout<<a<<::a;
    getch();
}
```

5. Write a program to get the input from the user and display the out what he\she has entered.

Solution

```
#include<iostream.h>
#include<conio.h>
void main(void)
{
    char a[999];
    cout << "Type something :" << endl;
    cin >> a;
    cout << "You have typed :" << a << endl;
    getch();
}
```

6. What is the output of the following code?

Solution

```
#include<iostream.h>
#include<conio.h>
void main()
{
    int a=5,x;
    int b=6;
    x=++a+b++;
    cout<<x<<a<<b;
    getch();
}
```

7. Write a program to convert the alphabet from lower case to uppercase.

Solution

```
#include<iostream.h>
#include<ctype.h>
#include<conio.h>
void main(void)
{
    char mydata='a';
    char s=toupper(mydata);
    cout<<"Mydata in ASCII is :"<<s<<"."<<endl;
    getch();
}
```

8. What is the output of the following code?

Solution

```
#include<iostream.h>
#include<conio.h>
class c
{
    volatile x;
public:
    void show()
    {
        x=9.899;
        cout<<x;
    }
};

void main()
{
    c c1;
    c1.show();
    getch();
}
```

9. Write a program to input a text string and count the length of it using get() and put().

Solution

```
#include<iostream.h>
#include<conio.h>
main()
```

```
{
int count = 0;
char c;
cout<< "Input text\n";
cin.get(c);
while(c != '\n')
{
cout.put(c);
count ++;
cin.get(c);
}
cout << "\nNumber of characters = "<< count << "\n";
getch( );
}
```

10. Write a program to multiply numbers by taking assigned default values (First assign default values 3 and 10 and then substitute 3 with 4 and 10 and then substitute 4&10 with 4 and 5).

Solution

```
#include<iostream.h>
#include<conio.h>
int multiply ( int x=3, int y=10);
void main(void)
{
int iresult;
iresult = multiply();
cout << "\n When using multiply (    ) : iresult="<< iresult << endl;
iresult = multiply( 4    );
cout << "\n When using multiply (4    ) : iresult="<< iresult << endl;
iresult = multiply( 4, 5 );
cout << "\n When using multiply (4 5 ) : iresult="<< iresult << endl;
getch( );
}
int multiply ( int x, int y)
{
return x*y;
}
```

11. Find the error in the program and explain it.

Solution

```
#include <iostream.h>
void main()
{
for (int i=1; i<3; i++)
```

```
{  
int j=3;  
cout << i;  
}  
cout<<i;  
cout<<j;  
}
```

When you execute the program you get an error j is not declared. But you have declared j. The problem is that you have declared the variable j with in the for() loop. Thus the scope is only in between the braces({ }) of the for () loop. Declare the j variable outside the for() loop as you have declared the i variable.

12. Write a program to display two variables by declaring them as local and global variables and show the result has follows.

Solution

```
#include<iostream.h>  
#include<conio.h>  
int a=200;  
void main (void)  
{  
cout<<"\n Results :";  
cout<<"\n -----";  
int a =100;  
cout<<"\n Local variable is :"<<a;  
cout<<"\n global variable is :"<< a<<endl;  
}
```

13. Find if any error exists and correct the parameter list.

Solution

```
Int showit ( int s);  
Float showit ( int s);
```

Since there cannot be two identical list of Parameters even if the returned values is different. So we can change the parameter list as follows.

```
Int showit ( int s, int t);  
Int showit ( int s);
```

14. Write a program to find the inverse of a number.

Solution

```
#include<iostream.h>
#include<conio.h>
void main()
{
float a;
char b;
do
{
cout<<"Enter a number:";
cin>>a;
if(a==0)
break;
cout<<"Inverse of the number is :"<<1/a;
cin>>b;
}while(b!='n');
getch( );
}
```

15. Write a program to find the square of the numbers less than 100.

Solution

```
#include<iostream.h>
#include<conio.h>
void main()
{
int a;
char b='y';
do
{
cout<<"Enter a number :";
cin>>a;
if(a>100)
{
cout<<"The number is greater than 100, enter another number :"<<endl;
continue;
}
cout<<"The square of the numbers is :"<<a*a<<endl;
cout<<"Do you want to enter another (y/n)";
cin>>b;
}while(b!='n');
getch( );
}
```

16. Find the output of the following statements.

Solution

```
#include<iostream.h>
#include<conio.h>
void main()
{
    int i;
    for(i=0;i<10;i++);
    cout<<i;
    getch();
}
```

17. Find the output of the following program

Solution

```
#include<iostream.h>
#include<conio.h>
void main()
{
    int a=12,b;
    b=++a;
    cout<<"a ="<<a<<"b="<<b<<endl;
    getch( );
}
```

18. Write a program to get the input from the user and check if the input value is "y" or "n", if it is other than these values return a message " Invalid option". If it is right choice return a message "Right choice".

Solution

```
#include<iostream.h>
#include<conio.h>
void main()
{
    char a;
    cout<<"Enter y or n";
    cin>>a;
    if(a == 'y' || a == 'n' )
    {
        cout<<"Right choice";
    }
    else
    {

```



```
cout<<"Invalid choice";  
}  
getch();  
}
```

19. Write a program to convert temperature from fahrenheit to Celsius.

Solution

```
#include<iostream.h>  
#include<conio.h>  
void main()  
{  
float a;  
cout<<"Enter the temperature in Farenheit:";  
cin >>a;  
float b=(a-32)*5/9;  
cout<<"The equivalent temperature in Celsius is:"<<b<<endl;  
getch( );  
}
```

20. Write a program to input two numbers and find the largest of them using nesting member function.

Solution

```
#include<iostream.h>  
#include<conio.h>  
class set  
{  
int m,n;  
public:  
void input(void);  
void display(void);  
int largest(void);  
};  
int set :: largest(void)  
{  
if(m>=n)  
return (m);  
else  
return(n);  
}  
void set :: input(void)  
{  
cout<<"Input values of m and n" << "\n";  
cin >> m >> n;
```

```
}  
void set :: display(void)  
{  
    cout<<"Largest value ="<< largest( ) << "\n";  
}  
main( )  
{  
    set A;  
    A.input( );  
    A.display( );  
    getch( );  
}
```

21. Write a program to calculate the square of the first ten natural numbers.

Solution

```
#include<iostream.h>  
#include<conio.h>  
void main()  
{  
    int a;  
    for(a=1;a<=10;a++)  
    {  
        cout<<a*a<<" ";  
    }  
    getch( );  
}
```

22. Write a program using function to add two numbers.

Solution

```
#include<iostream.h>  
#include<conio.h>  
int add(int,int);  
void main()  
{  
    int a,b,c;  
    cout<<"Enter two numbers:"<<endl;  
    cin>>b;  
    cin>>c;  
    a=add(b,c);  
    cout<<"The sum of the two numbers is : " <<a<<endl;  
    getch();  
}  
int add(int x, int y)
```

```
{  
return x+y;  
}
```

23. Write a program to accept two numbers and find the greatest number among them.

Solution

```
#include<iostream.h>  
#include<conio.h>  
void main()  
{  
int a,b;  
cout<<"Input the first number:";  
cin>>a;  
cout<<"Input the second number:";  
cin >>b;  
if(a>b)  
{  
cout<<"a is greater than b" <<endl;  
}  
else  
{  
cout<<"b is greater than a" <<endl;  
}  
getch();  
}
```

24. Write a program to find whether the input number is an even or odd number.

Solution

```
#include<iostream.h>  
#include<conio.h>  
void main()  
{  
int a;  
cout<<"Enter a number:";  
cin>>a;  
if((a!=0)&&((a%2) == 0))  
{  
cout<<"Even number";  
}  
else  
{
```

```
cout<<"Odd number or the number is Zero";  
}  
getch();  
}
```

25. Write a program to accept strings into a two-dimensional array and display them (User can enter five strings).

Solution

```
#include<iostream.h>  
#include<conio.h>  
void main()  
{  
char name[5][21];  
int i;  
for(i=0; i<5; i++)  
{  
cout<<"Enter Name "<<(i+1)<<" : ";  
cin>>name[i];  
}  
for (i=0; i<5; i++)  
{  
cout<<"Name"<<(i+1)<<" is : "<<name[i]<<endl;  
}  
getch();  
}
```

26. Write a program that calculates the sum of two or three numbers.
(The first two numbers are 25 35 and the second set of numbers 12 13 45)

Solution

```
#include<iostream.h>  
#include<conio.h>  
int add(int, int);  
int add(int, int, int);  
void main()  
{  
cout<<"Sum of two Numbers is : " << add(25,35)<<endl;  
cout<<"Sum of three Numbers is : " << add(12,13,45)<<endl;  
getch();  
}  
int add(int a, int b)  
{  
return a+b;  
}
```

```
int add( int a, int b, int c)
{
return a+b+c;
}
```

27. Write a program to print hi followed by the name of the user entered at the command line.

Solution

```
#include<iostream.h>
#include<conio.h>
void main ( int argc, char *argv[])
{
if (argc!=2)
{
cout<<" You have not typed your name"<<endl;
}
else
{
cout<<" Hi "<<argv[1]<<endl;
}
getch();
}
```

28. Write a program to input three students Name and Age and display them.

Solution

```
#include<iostream.h>
#include<conio.h>
class student
{
char name[30];
float age;
public:
void getdata(void);
void putdata(void);
};
void student :: getdata(void)
{
cout << "Enter Name :";
cin >> name;
cout << "Enter Age:";
cin >> age;
}
void student :: putdata(void)
```

```
{
    cout << "Name :" << name << "\n";
    cout << "Age :" << age << "\n";
}
const int size = 3;
main()
{
    student info[3];
    for(int i=0; i<size; i++)
    {
        cout<<"\nDetails of Students" << (i+1) << "\n";
        info[i].getdata();
    }
    cout << "\n";
    for (int i=0; i< size; i++)
    {
        cout <<"\nStudent"<< (i+1) << "\n";
        info[i].putdata();
    }
    getch();
}
```

29. Write a program to find the mean of two numbers (25,40) using the friend function.

Solution

```
#include<iostream.h>
#include<conio.h>
class sample
{
    int a;
    int b;
public:
    void setvalue ( ) { a = 25; b =40; }
    friend float mean(sample s);
};

float mean(sample s)
{
    return float(s.a + s.b)/2.0;
}

main()
{
    sample x;
```

```
x.setvalue();  
cout << "Mean value = " << mean(x) << "\n";  
getch();  
}
```

30. Write a program to display Roll number and marks of Tamil and English subjects and the total marks scored, using multilevel inheritance.

Solution

```
#include<iostream.h>  
#include<conio.h>  
class student  
{  
protected:  
int roll_number;  
public:  
void get_number(int);  
void put_number(void);  
};  
void student :: get_number(int a)  
{  
roll_number =a;  
}  
void student :: put_number()  
{  
cout << "Roll Number :" << roll_number << "\n";  
}  
class test : public student  
{  
protected:  
float tamil;  
float english;  
public:  
void get_marks(float, float);  
void put_marks(void);  
};  
void test :: get_marks(float x, float y)  
{  
tamil = x; english=y;  
}  
void test :: put_marks()  
{  
cout<<"Marks scored in Tamil = " <<tamil << "\n";  
cout<<"Marks scored in English = " <<english << "\n";  
}
```

```
class result : public test
{
float total;
public:
void display(void);
};
void result :: display(void)
{
total = tamil+english;
put_number();
put_marks();
cout<<"Total = " << total << "\n";
}
main()
{
result student1;
student1.get_number(222);
student1.get_marks(90.0, 90.0);
student1.display();
getch();
}
```

Do it yourself: -

1. Write a program to input city names and ask a question from the user whether he wants to add more cities.
2. Write a program to find the volume of a cube, cylinder, and rectangle. For the given values (cube length = 10, cylinder radius =2.5 and height = 8, rectangle length = 100, breath = 75 and height = 15).
3. Write a program to perform the following, a vendor wants to place an order with a dealer to purchase provision items, by providing the following details such as the code number and price of each item. The user has to perform adding an item to the list deleting an item from the list and printing the total value of the order.

The output of the screen should be as follows (ask the option from the user)

You can do the following : Enter appropriate number

1. Add an item
 2. Display total value
 3. Delete an item
 4. Display all items
 5. Quit
4. Write a program to construct a matrix of size m x n.
 5. Write a program to swap the input numbers.

Programming Lab(MS-Office,C, C++)

6. Write a program to accept the invoice number and rate of an item from the user and display “ The amount for the Invoice no (Invoice no) is amount.
7. Write a program to find who is the elder person from the given data and display their name and age as given in the out put format.

	Name	Age
1.	vijay	27
2.	sundar	28
3.	saro	32

Output format

Elder person is

Name :

Age:



MS -Word 2000

Exercise 1: -

1.1 Open MS-Word. In the new document that appears, type the following:

Office Assistant

Asking for Help from the Office Assistant

When you have a question about a Microsoft Office program, you can ask the Office Assistant. For example, to get Help about how to create a table, type, "How do I create a table" in the Assistant.

If the correct topic doesn't appear in the Assistant balloon, click None of the above, look for more help on the Web at the bottom of the list of topics. You will get suggestions on how to phrase a question to the Office Assistant or how to narrow your search by using keywords. If you still can't find the information you want, you can send feedback to improve future versions of Help and be automatically connected to the Microsoft Office Update Web site to search for help there.

The Assistant automatically provides Help topics and tips on tasks you perform as you work before you even ask a question. For example, when you write a letter, the Assistant automatically displays topics to help you create and format a letter.

The Assistant also displays tips on how to use the features in the Office programs more effectively. Click the light bulb next to the Assistant to see a tip.

You can also select a different Assistant and set it to operate so that it meshes with the way you work. For example, if you prefer using the keyboard to using the mouse, you can have the Assistant display tips on shortcut keys. Because all Office programs share the Assistant, any options you change will affect the Assistant in your other Office programs.

Getting Help from the Help menu

Just click Microsoft Word Help on the Help menu. If the Assistant is turned on, it appears. If the Assistant is turned off, the Help window appears. To type a question in the Help window, click the Answer Wizard tab. To scroll through a table of contents for Help, click the Contents tab. When you want to search for specific words or phrases, click the Index tab.

To see a ScreenTip for a menu command, toolbar button, or screen region, click What's This? on the Help menu, and then click the item you want information about.

To see a ScreenTip for a dialog box option, click the question mark button in the dialog box, and then click the option. (If you don't see the question mark button, select the option and then press SHIFT+F1.)

To see the name of a toolbar button, rest the pointer on the button until the name appears.

After finishing typing, Switch to the Print Layout view, save the file as wordhelp.doc. and close the file after saving the changes.

1.2. Open the wordhelp file. Change the position of each paragraph in the document (i.e., rearrange the paragraphs) using the mouse.

Note:

ü Do not use the cut and copy option in the Edit menu or keyboard shortcuts for the same.

1.3. Replace the existing text in each paragraph, with another text. That is the text in the paragraph should get deleted automatically as the user types new text.

1.4. Start typing a new paragraph at the right side of the page using the click-and-type feature in between the existing paragraphs. Insert a small picture at the right side of the page in between any one of the paragraphs.

Note:

- ✓ Click-and-type feature will work only in Print Layout and Web Layout view. Ensure that the document is in either one of these two views.
- ✓ In case if the feature does not work, check whether the feature has been enabled or not on the **Edit** tab of the **Options** under the **Tools** menu.

Exercise 2: -

2. Open the saved wordhelp.doc and do the following operations on it:

2.1. Place a header on the page that gives the page number and the name of the file, i.e., Office Assistance. The page number must not be entered manually, but must be added using the page number option.

2.2. Make the paragraphs into a picture bulleted list, i.e., each of the paragraphs should start with a picture bullet. The bullet symbol should be.

2.3. Adjust the spacing so that within the paragraphs lines contain 1 spacing and between paragraphs there is 1.5 spacing.

2.4. Convert the whole document into a two-column format.

2.5. Create a text box, which should contain the text – Asking for Help from the Office Assistant and place the text box in the middle of the document.

2.6. Add a border for the entire page (draw a rectangle around the page), and give gray-scale shading for the heading.

After these changes are made, the document must look like the one given in the box as shown in the Figure 1.1.

2.7. Finally create an index for that document.

Office Assistant

When you have a question about a Microsoft Office program, you can ask the Office Assistant. For example, to get Help about how to create a table, type How do I create a table in the Assistant.

If the correct topic doesn't appear in the Assistant balloon, click None of the above, look for more help on the Web at the bottom of the list of topics. You will get suggestions on how to phrase a question to the Office Assistant or how to narrow your search by using keywords. If you still can't find the information you want, you can send feedback to improve future versions of Help and be automatically connected to the Microsoft Office Update Web site to search for help there.

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You can also select a different Assistant and set it to operate so that it meshes with the way you work. For example, if you prefer using the keyboard to using the mouse, you can have the Assistant display tips on shortcut keys. Because the Assistant is shared by all Office programs, any options you change will affect the Assistant in your other Office programs.

Getting Help from the Help menu

Just click Microsoft Word Help on the Help menu. If the Assistant is turned on, it appears. If the Assistant is turned off, the Help window appears. To type a question in the Help window, click the Answer Wizard tab. To scroll through a table of contents for Help, click the Contents tab. When you want to search for specific words or phrases, click the Index tab.

To see a ScreenTip for a menu command, toolbar button, or screen region, click What's This? on the Help menu, and then click the item you want information about.

To see a ScreenTip for a dialog box option, click the question mark button in the dialog box, and then click the option. (If you don't see the question mark button, select the option and then press SHIFT+F1.)

To see the name of a toolbar button, rest the pointer on the button until the name appears.

Exercise 3: -

3.1. Open the document wordhelp.doc. Notice the text underlined with thin wavy lines? Make Word ignore all the errors. Convert the text of the document into a table so that it looks as given below (Figure 1.2):

Office Assistant

Asking for Help from the Office Assistant

- When you have a question about a Microsoft Office program, you can ask the Office Assistant. For example, to get Help about how to create a table, type How do I create a table in the Assistant.
- If the correct topic doesn't appear in the Assistant balloon, click None of the above, look for more help on the Web at the bottom of the list of topics. You will get suggestions on how to phrase a question to the Office Assistant or how to narrow your search by using keywords. If you still can't find the information you want, you can send feedback to improve future versions of Help and be automatically connected to the Microsoft Office Update Web site to search for help there.
- The Assistant automatically provides Help topics and tips on tasks you perform as you work before you even ask a question. For example, when you write a letter, the Assistant automatically displays topics to help you create and format a letter.
- The Assistant also displays tips on how to use the features in the Office programs more effectively. Click the light bulb next to the Assistant to see a tip.
- You can also select a different Assistant and set it to operate so that it meshes with the way you work. For example, if you prefer using the keyboard to using the mouse, you can have the Assistant display tips on shortcut keys. Because the Assistant is shared by all Office programs, any options you change will affect the Assistant in your other Office programs

Fig 1.2

Getting Help from the Help menu

- Just click Microsoft Word Help on the Help menu. If the Assistant is turned on, it appears. If the Assistant is turned off, the Help window appears. To type a question in the Help window, click the Answer Wizard tab. To scroll through a table of contents for Help, click the Contents tab. When you want to search for specific words or phrases, click the Index tab.
- To see a ScreenTip for a menu command, toolbar button, or screen region, click What's This? on the Help menu, and then click the item you want information about.
- To see a ScreenTip for a dialog box option, click the question mark button in the dialog box, and then click the option. (If you don't see the question mark button, select the option and then press SHIFT+F1.)
- To see the name of a toolbar button, rest the pointer on the button until the name appears.

3.2. Highlight all occurrences of the word “Help” by making it Courier New, 10, Bold. Write a macro for achieving this.

3.3. Assuming that you are going to send copies of this document to all your friends, type their names and addresses on the bottom left corner of the document. This has to be done using mail merge.

Exercise 4: -

4.1. Open an existing file wordhelp. Create a new file and type in it the text: Getting Help from the Help menu

Getting Help from the Office Update Web site

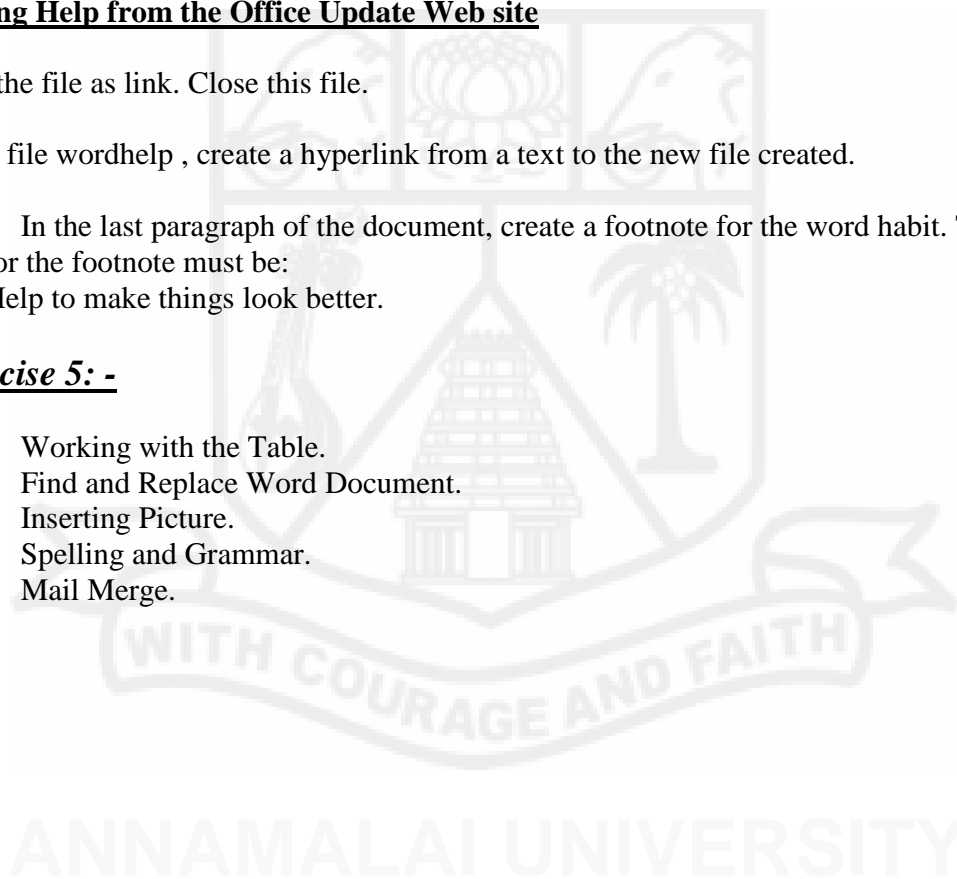
Save the file as link. Close this file.

In the file wordhelp , create a hyperlink from a text to the new file created.

4.2. In the last paragraph of the document, create a footnote for the word habit. The text for the footnote must be:
Use Help to make things look better.

Exercise 5: -

- 5.1. Working with the Table.
- 5.2. Find and Replace Word Document.
- 5.3. Inserting Picture.
- 5.4. Spelling and Grammar.
- 5.5. Mail Merge.



MS - Excel 2000

Exercise 1: -

1.1. Enter data in the following sequence for months as Jan, Feb. Using Fill Handle Method display the sequence as Jan, Feb,etc.

1.2. Consider the table given below.

Name	Salary	Date of joining
Shalini	12000	11-01-80
Vijay	13000	13-11-81
Bhaskar	14000	09-12-87
Valli	16000	26-01-88
Jai	19000	01-02-89

Perform the following operations on the table:

1.2.1. Delete the row that contains the name Bhaskar.

1.2.2. Insert a row between the rows that has the names "Valli" and "Jai".

1.2.3. Insert a column "Dept" between the columns "Name" and "Salary".

Exercise 2: -

2.1. Consider the following table.

Medicine Name	Actual amount(1 strip)	Tax	Total amount
Crocin	15	2	
Dolo	20	1	
ColdAct	35	3	
Anasin	22	1	
Zeecuf	33	4	

Calculate the Total Amount using AutoSum, Relative Addressing.

2.2. Use the above table to perform the following:

2.2.1. Name the column "Actual amount" using the Name box.

2.2.2. Align the entries in the "Actual amount", "Tax" and "Total amount" columns to the center.

Programming Lab (MS-Office, C, C++)

2.2.3. Hide the “Tax” column.

2.2.4. Apply number format to the column “Total amount” to display two decimal places.

Exercise 3: -

3.1. Using the table given below, create a Pivot Table to summarize the given source table. Filter the list for the customer “Balu” using AutoFilter and conceal all the other records in the table.

Cust_Name	Cust_Id	Order_date	Prod_Name	Quantity	Unit_Price
Shalini	201	12-1-2001	A	12	\$230
Vijay	102	14-2-2000	B	35	\$760
Valli	103	20-7-2001	C	67	\$700
Mal	104	28-5-2000	F	10	\$800
Bhaskar	105	18-6-2001	G	38	\$420
Jai	106	23-7-2000	K	18	\$610
Inder	107	23-9-2001	J	56	\$230
Ajith	108	29-7-2000	H	36	\$470
Deepa	201	18-9-2001	O	65	\$780
Sundar	202	27-9-2000	T	50	\$800
Saro	234	22-2-2001	U	66	\$460
Balu	878	05-11-2000	F	40	\$540
Ram	345	14-7-2001	X	23	\$890
Swamy	467	18-6-2000	Y	34	\$459
Sasi	68	13-1-2001	Z	54	\$790
Murali	167	27-12-2000	S	80	\$860

Exercise 4: -

4.1. Using the table given below, plot a chart against the data.

Name	Salary	Gross	Comm
Shalini	12000	12000	500
vijay	13000	13000	400
srivalli	14000	14000	350
balu	16000	16000	200
Isha	19000	19000	500

4.2. Create an excel document with data(s) that could be used for an annual report of a company or a list of student details of software training institute or monthly salary details of a company or customer details of a company. Then convert this document to HTML format, so that it can be published as a web page on the Intranet or Internet. Finally, open the page to view it in a browser.

MS - PowerPoint 2000

Exercise 1: -

1.1. Open a **Blank presentation** with the **Title Slide** layout. Give the title as “Company Hierarchy”

1.2. Open the **Slide Master** and set the **Design Template** as “Capsules”. Set the bullets and the style in the subtitle area (for the 5 levels) as follows:

☐ Click to edit Master text styles

☐ Second level

☐ Third level

☐ Fourth level

☐ Fifth level

1.3. Insert another slide with the **Bulleted List** layout. Type the following text under the title “Companies Profile”:

XYZ Company was formed on 1999.

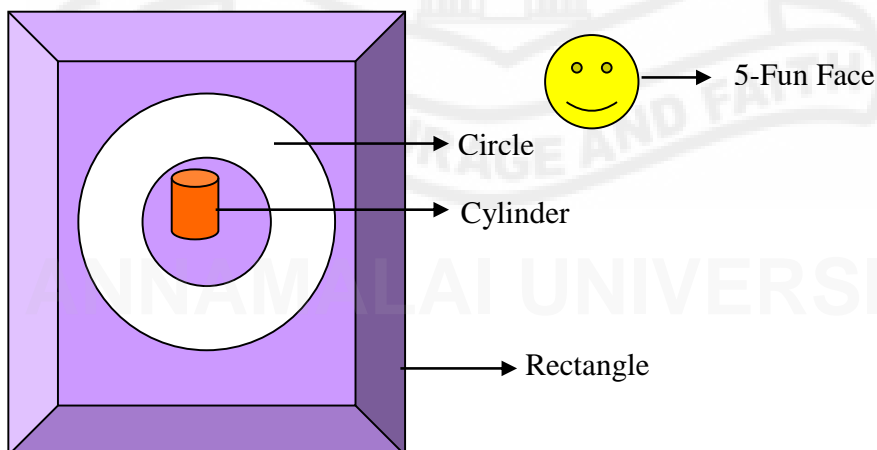
Consists of 2 branches.

Deals in Customized development

Deals in Hardware sales & Service

Hardware partners HCL & Samsung

1.4. Insert a new slide with the title “AUTO SHAPES” and draw the following shapes in it:



How can we view all the slides in a single screen?

Exercise 2: -

2.1. Insert ClipArt in the slide, which has the title “Company Hierarchy”, and drag it to center of the slide.

2.2. Create an Organizational Chart with the following specifications:

- a. Title to the chart “x y z Hierarchy” with the size 48.
- b. Create an Organizational chart with following specifications:

Dr. Saravanan Managing Director(MD). Font size should be 28.

Add two subordinator under (MD). Font size should be 26.

- (i) Mr. Bhaskar General Manager, Marketing (GM)
- (ii) Mr. Jai General Manager, Projects (GM)

Add one subordinators to each of them. Font size should be 24.

- (i) Mr. Inder Assistant General Manager, Marketing (AGM)
- (ii) Mr. sasi Assistant General Manager, Projects (AGM)

Add one subordinators under each of them. Font size should be 22.

- (i) Mr. Ram Manager, Marketing.
- (ii) Mr. Ajith Manager, Projects.

Add two subordinators under each of them. Font size should be 20.

- (i) Mr. Mal Assistant Team Member, Marketing.
- (ii) Mr. Valli Assistant Team Member, Projects.
- (iii) Mr. Vijay Assistant Team Member, Projects.
- (iv) Mr. Shalini Assistant Team Member, Marketing.

2.3. Create a table and enter the following text in it. Name it as projects

Project Name	Platform
Human Resource Automation	Visual Basic, Oracle
MIS Reports	ASP, SQL Server
Online Testing	ASP, Oracle
Payroll Automation	Visual Basic, Oracle
In pass Automation	Java, Oracle

Exercise 3: -

3.1. Import the circles.bmp file in the windows directory to the AUTO SHAPES slide created in the first chapter.

3.2. Create a .RTF file with the following lines as its contents:

Future Plans
Investors

Save the file in the name **Details.rtf** and import the file as an outline.

3.3. Save the **AUTO SHAPES** slide as a Windows metafile

3.4. Move the **Future Plans** slide to the end of the presentation.

3.5. Delete the **AUTO SHAPES, Future Plans** and **Investors**.

3.6. Set the **Slide transition** to **Random Transition**

3.7. In the **Introduction** slide, set the animation as follows:

For the Title set the animation as **Fly From Left**

For the remaining text set the animation as **Spiral**

3.8. Create a custom show named “show1” in which only the **Introduction** and the **Projects** slides appear. How can we view the custom show?

3.9. Save the presentation as a Web page. View the Web page in the Internet Explorer

3.10. Create an action button “Click to enter your comments” in the last slide that opens the **Notepad** application, when clicked.

ANNAMALAI UNIVERSITY

MS-Access 2000

Exercise 1: -

1. In the database created, Create a table Dept

Dept Table Structure:

Deptno Number
DeptName Text
Location Text

Insert the following values:

DeptNo	DeptName	Location
10	Admin	Chennai
20	Marketing	Mumbai
30	Sales	Delhi
40	Purchase	Bangalore

2. In the database created, Create a table Emp

Emp Table Structure:

EmpNo Number
ENAME Text
Basic Number
DA Number
Deptno Number

Insert the following values:

EmpNo	ENAME	Basic	DA	Deptno
1	Sundar	2400	500	10
2	Vijay	3500	650	20
3	Saravanan	4600	780	30
4	Sethu	5700	890	20
5	Raja	6100	950	10
6	Surendar	7300	560	30
7	Vivek	6500	430	20
8	Raman	5400	230	10
9	Jain	3300	460	10
10	Ajay	7800	660	20

3. Display all the Employee details.
4. Display the basic salary of Sundar.
5. Display the gross salary (basic+DA) of raja.
6. Display the details of Employee whose Empno is 3.
7. Display the Employee details who is getting the maximum basic.
8. Display the Employee details who is getting the minimum DA.
9. Display the department name for the Employee Sethu.
10. Display all the Employee names and their department name.
11. Calculate the HRA (30% of basic) for all the Employee s.
12. Calculate the PF (12% of basic) for all the Employee s.
13. Display the department name where no Employee exists.
14. Display the department name and number of Employee s in it.
15. Calculate the total salary (basic+DA) paid for each department.
16. Display the Employee names in descending order.
17. Display the Average salary paid for all the Employees.
18. Change the basic salary of Jain to 4500.
19. Change the department number of Raman to 20.
20. Delete the Employee whose number is 4.
21. Change the Employee name of Vivek to Vivek kumar.
22. Delete the Employee details where the department number is 30 from Emp table.

Try the following:

1. Create a table to hold the following book details of a library:

Bcode	character	5	(Book Code)
BTitle	character	25	(Book Title)
BAuthor	character	25	(Book Author)
BPub	character	25	(Publisher)
BCost	number		(Book Cost)
No. of Co	number		(Number of copies)

2. Design a report for viewing the department details
3. View the report for the employee database.

