**FC&IT PRACTICAL FILE**

**Enrolment No:** 07713702021

**BCA-I (M)**

**INDEX**

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| **S. No** | **Name of the Practical** | **Date** | **Signature** |
| **1)** | Write down the properties of different operating system. | 10/12/21 |  |
| **2)** | Definition of MS-DOS Write down the functions and the syntax of the following internal DOS Commands: Date, Time, label, path, vol, help, exit, cls, DIR. File and Directory, Commands, COPY CONE, TYPE, CD, MD, RD, ERASE, REN, COPY, MOVE,FIND, CD…, CD\, DELETE | 11/12/21 |  |
| **3)** | To explore Window explorer functionalities like create, rename ,move ,delete folder and files. | 11/12/21 |  |
| **4)** | To practice the use of basic formatting features -format painter, Indentation, line spacing, background color, find, replace, dictate commands | 17/12/21 |  |
| **5)** | To apply different font format available in font ribbon and font ribbon and font dialog box. | 17/12/21 |  |
| **6)** | To practice the use of bullets, numbering, multi-level list and use of table feature. -insert a table with rows and columns, draw table, excel, spreadsheet and quick table etc. | 17/12/21 |  |
| **7)** | To practice use of insert features-add pictures, smart art, chart, equation, symbol, header, footer, page numbering etc. and use of design feature -watermark, page color, page border, themes implementation etc. | 18/12/22 |  |
| **8)** | To practice use of layout feature- margins, orientation, rows, columns, size ,indent, spacing etc.Create a document containing brief ,spacing introduction of IITM Vision, Mission, and Course Offered and perform the following :   * Insert a cover page * Insert Page break and before Vision ,Mission, and course offered * Drop cap first letter of all Explanation. * Insert a date and time at the starting of the document * Set margins of all the sides to 1.25. * Arrange the document In both orientation. * Divide the courses offered in 2 columns * Insert a line numbers. * Insert a Footnote for IITM at first page * Insert an end note for address on first page | 18/12/22 |  |
| **9)** | To practice use of mail merge feature to generate envelope and label. | 24/12/22 |  |
| **10)** | Create a resume using basic formatting features :table ,bullets, word art etc. | 24/12/22 |  |
| **11)** | Write a article for magazine with Columns and create hyperlink for it . | 31/12/22 |  |
| **12)** | Create a macro using keyboard. Write the steps for the same. | 31/12/22 |  |
| **13)** | Create a spreadsheet of the purchases made by a customer in a super mart having the following fields:  S.no  Product ID  Product Name  Product type (food, clothes, toys etc)  Quantity  Price per unit  Note: All the field names should be bold and underlined. Also Insert Borders to the spreadsheet. For the spreadsheet created above, find the total bill, using the auto sum facility of Ms Excel. | 7/01/22 |  |
| **14)** | Create a spreadsheet having fields: as Roll No, Student Name, Subject1, Subject 2, Subject 3,Subject 4, Subject 5 . Now design a student performance report using Conditional formatting in M.S. Excel the following specifications:  • Greater than  • Less than  • Equal to  • Between  • Data bar  • Color Scales | 8/01/22 |  |
| **15)** | Create a record of ten students consisting of S.no, name, course and marks in two subjects(M1,M2),total and percentage and perform the following operations:  • Sort the records in ascending order of marks M1  • Sort the record according to descending order of names  • Round off percentage to one decimal place  • Convert the percentage in text  Apply filter on course field | 14/01/22 |  |
| **16)** | .Create a spreadsheet for Student Performance Report of 2 students containing date of exam, day of Exam, Subject and Marks Fill Date and day using Fill Series Facility.Also create the Column Chart for above and apply:  • Chart title  • Axis  • Fill Color  • Border color | 21/01/22 |  |
| **17)** | Draw the Line Chart and Pie Chart for the sales report of the ABC Pvt.  Ltd of 5 Products for last 3 years in M.S. Excel and explore the following  properties:  • Legend  • Data Label  • Axes | 22/01/22 |  |
| **18)** | Create the Pivot Chart for the sales of Computer Hardware of KCL Pvt. Ltd for 3 Years | 28/01/22 |  |
| **19)** | Create a Bar graph for 5 states for 3 years depicting the literacy rate. For the graph created above perform the following  o Switch Row/column,  o Change it to column chart  Create a Bar graph for 5 states for 3 years depicting the literacy rate. For the graph created above perform the following   * Switch Row/column, * Change it to column chart | 29/01/22 |  |
| **20)** | . Create the student grade (Roll No, Name, Percentage), Assign Grades (A (>90), B(>75), C(>50) & D) using IF and IF Else condition in M.S. Excel.  • Now using the conditional formatting fill the A grade as -pink, B grade as blue, C grade as yellow and D grade as Red.  • Also Split the roll No in 4 parts (Roll No, Batch, course, year) and Name in 2 parts (First and Last Name) and remove duplicate course | 04/02/22 |  |
| **21)** | Create a record of Bank consisting of the following columns:  Customer id  Customer Name  Principle Deposited  Rate of Interest  Time  Now for the above table  i) Find the interest earned by each customer. Each customer must earn minimum interest of Rs5000, by changing the value of time period for which money must be deposited  ii) Change the minimum interest to Rs 10000 by changing the value of Principle.  Apply Freeze Panes | 5/02/22 |  |
| **22)** | Create a record of BCA(1st Sem) consisting of the following fields:   * + S.No.   + Name   + Date of birth   + Age   + Marks   + Remarks   For the above record, apply data validation.  For the records above, protect your worksheet by providing password   * + Hide/unhide cells.   + Allow users to select columns   + Allow users to sort cells   + Don’t allow users to delete cells   Don’t allow users to format cells | 11/02/22 |  |
| **23)** | Apply Goal seek, Scenario Manager and solver for calculation outcome of interest amount for given principal amount, rate of interest and duration. | 12/02/22 |  |
| **24)** | Based upon question number 19, create linked sheet to gather the data of different grades on different sheets. | 25/02/22 |  |
| **25)** | Create a presentation on Types of Memory and Apply the following  • Insert a blank slide and draw memory classification using Organization Chart  • Compare RAM & ROM using Comparison Layout  Insert hyperlinks on the types of Memory that opens new slides for it. | 26/02/22 |  |
| **26)** | Create a presentation on types of Operating Systems and apply the following:  • Apply any one theme  • Apply the animation effects  • Change transition speed to slow.  Apply automatic time duration to all Slides | 4/03/22 |  |
| **27)** | Create a presentation on Components of Computer System and perform the following:  • Apply Rehearse Timing  • Apply the different slide show options  Protect the presentation restrict unauthorized action | 5/03/22 |  |