

COMPUTER FUNDAMENTAL

Moomin Ahmed
BCA 1St SEMESTER
[Date]

PROJECT FILE

PRACTICAL FILE

BASED ON

COMPUTER FUNDAMENTAL

BCA (DATA SCIENCE)

**SUBMITTED TO UNIVERSITY OF JAMMU, BHADERWAH CAMPUS FOR THE PARTIAL
FULFILLMENT OF THE AWARD OF BCA-1ST SEMESTER**

SUBMITTED TO

SUBMITTED BY

Mr. Chander Deep Singh NAME:- MOOMIN AHMED

DEPT. OF CS & IT

ROLL NO. 113040021

UNIVERSITY OF JAMMU, BHADERWAH CAMPUS

ACKNOWLEDGEMENT

I wish to express my sincere appreciation for the invaluable support and guidance that has contributed to the completion of this practical file.

Foremost, I extend my heartfelt thanks to Mr. Chander Deep Singh our Computer fundamental teacher, for her dedicated guidance and supervision. Her expertise and encouragement have been pivotal in enhancing my understanding of “MS Office” concepts and making this practical file a meaningful learning experience.

Additionally, I want to acknowledge the self-driven effort I have put into this project. Undertaking this task has been both challenging and rewarding, allowing me to strengthen my “MS Office” skills.

While this project largely represents an individual effort, I recognize the importance of the learning community that surrounds me. The exchange of ideas and the supportive environment have played a role in shaping my approach to this practical file.

In conclusion, I extend my gratitude to Mr. Chander Deep Singh and to the learning community for the inspiration and support. This practical file stands as a testament to the dedication and commitment invested in the pursuit of knowledge.

Thank you.

CERTIFICATE

This is to certify that Mr. Moomin Ahmed a student enrolled in the BCA 1st semester at the University of Jammu, Bhaderwah Campus, has successfully completed the Practical File during the session. This accomplishment contributes towards the partial fulfillment of credits for the "Computer fundamental" practical course.

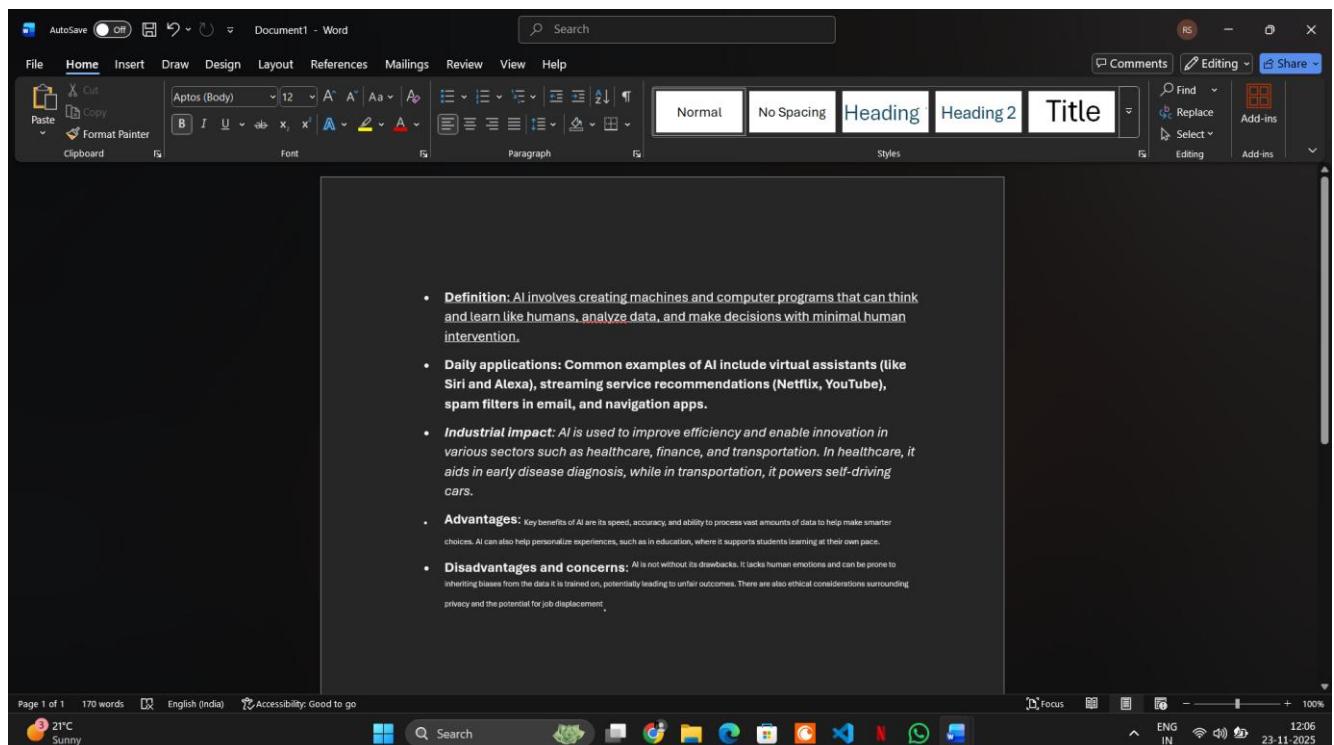
Mr. Moomin Ahmed has submitted a satisfactory report, as compiled in the following pages, under my diligent supervision.

Total number of practical certified are: 20.

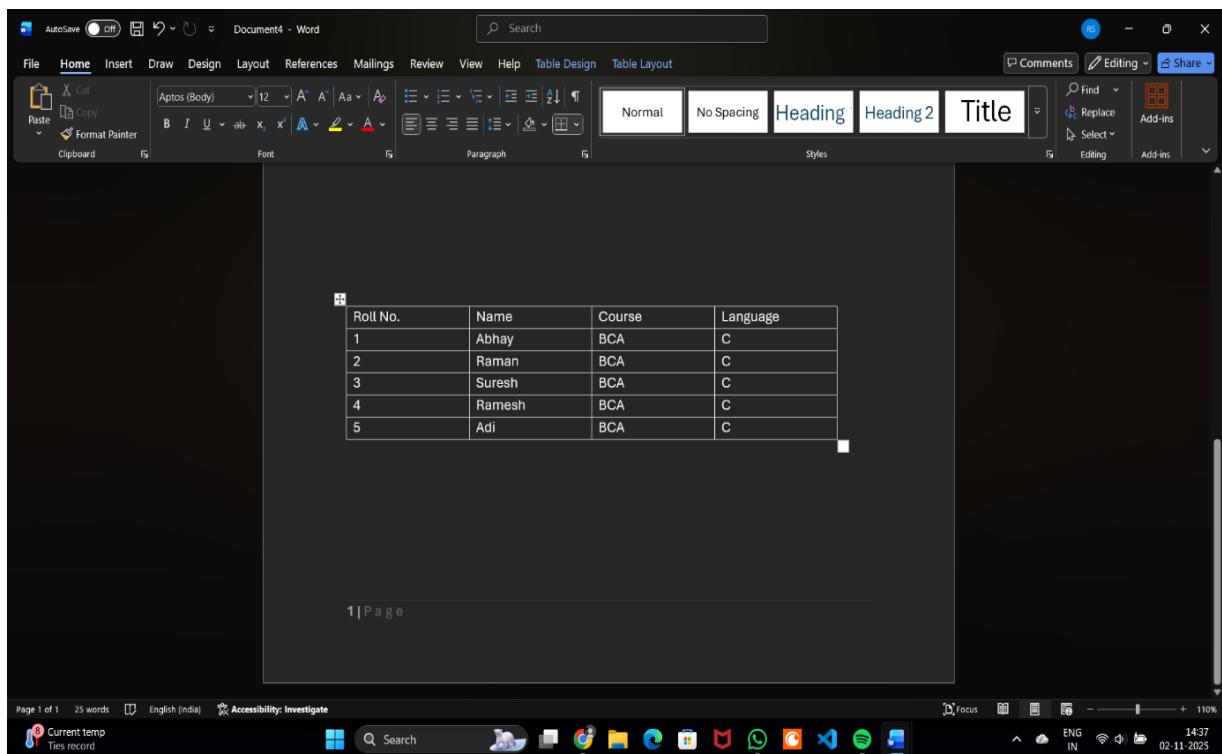
S.No.	PRACTICAL	PAGE No.
1	Select your document using select all option and change the font size of your document underline the word using underline option, draw a lie through the middle of the selected text using stripe through option. Create a small no. below the text base line of the word using subscript create a small number above the text based line using superscript.	7
2	Using the insert and break option insert a page break in your document insert page number at the bottom of the page using page number option. Insert a table like. Draw the border of the table using draw table option. Select the last row of the table and delete the entire row. Insert some more columns to the right in the table	8
3	Using the insert and break option insert a page break in your document insert page number at the bottom of the page using page number option. Insert a table like. Draw the border of the table using draw table option. Select the last row of the table and delete the entire row. Insert some more columns to the right in the table	10
4	Insert header and footer using the header and footer option. Draw a text box and insert the following text. Insert excel worksheet using object option in insert menu. Create a hyperlink and attach a file to the hyper link. Insert bookmark using book mark option.	11
5	Make the word at the water mark of the document. Select the background colour of the document as red using page colour option. Change the border of the page using page option. Choose the indents tab. Change the spacing between paragraphs by adding spaces above the paragraph.	12
6	Type This Paragraph and Check the Spelling and Grammar Using Spelling and Grammar Tool. View This Document in Full Screen Using Full Screen Read Option. View the Document as draft using draft tool. View the screen in full mode and zoom mode. Add a bibliography of a document	13
7	Choose a paper size for the document using size option. Split the text in three columns by using column options. Type the following line and give numbers to that line using line number option.	15
8	Add a table of content to the document Update the Table of content insert foot note to the document insert an end note to the document insert an index into the document create labels to the document.	18
9	Use mail merge to send an official initiation to the employs of the Company to attend a workshop.	21
10	Create a macro to insert a formatted table with previously defined rows and columns and with appropriate headings.	24
11	Perform arithmetic on five sets of two number number 1 Number 2 Add Sub Mul Div.	25
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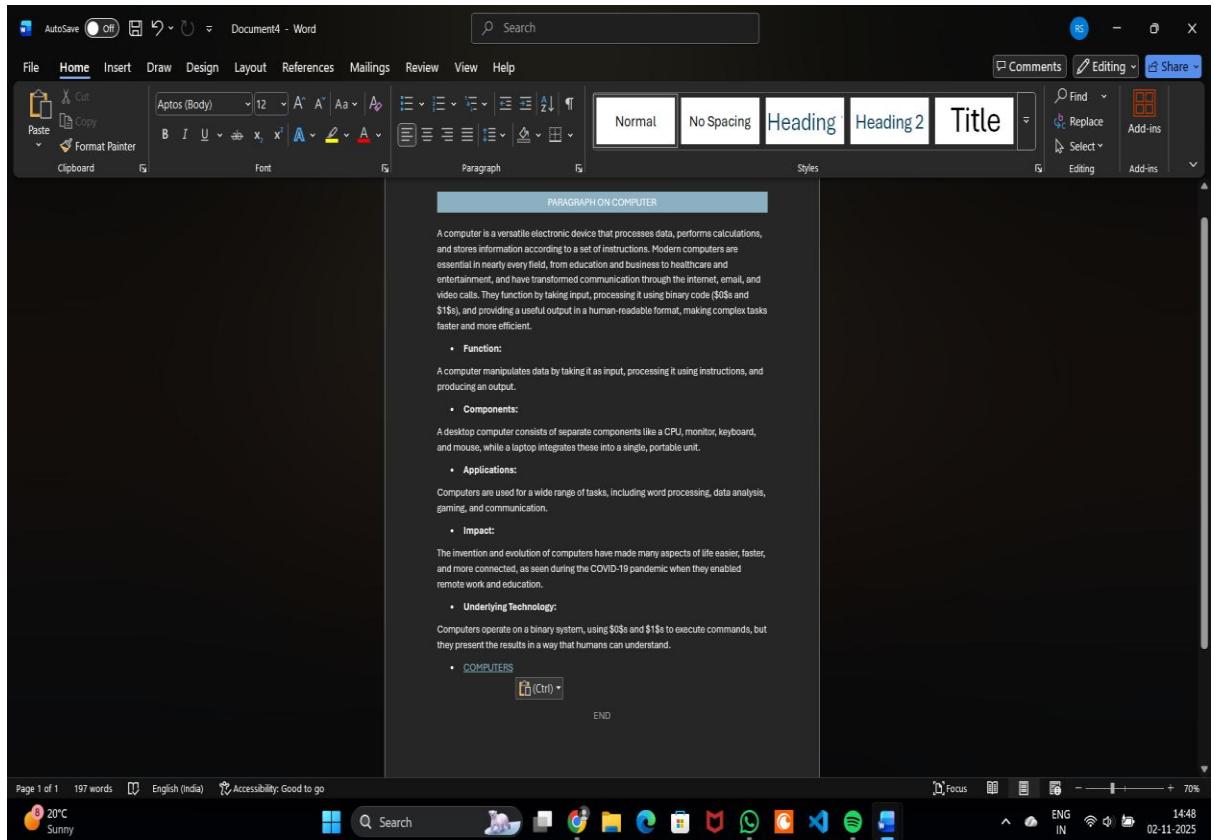
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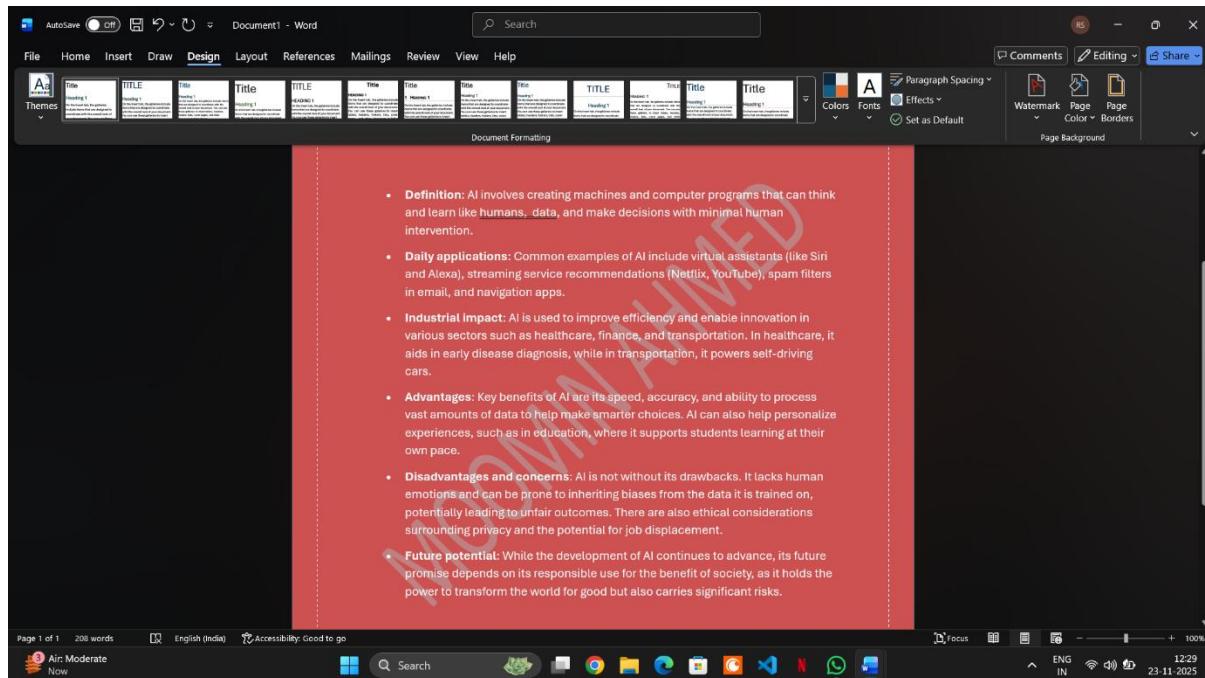
- 2. Using the insert break option. Insert a break page in your document. Insert page number at the bottom of the page using page number option. Insert a table like. Draw the border of the table using draw table option. Select the last row of the table and delete the entire row. Insert some more column to the right in the table.**



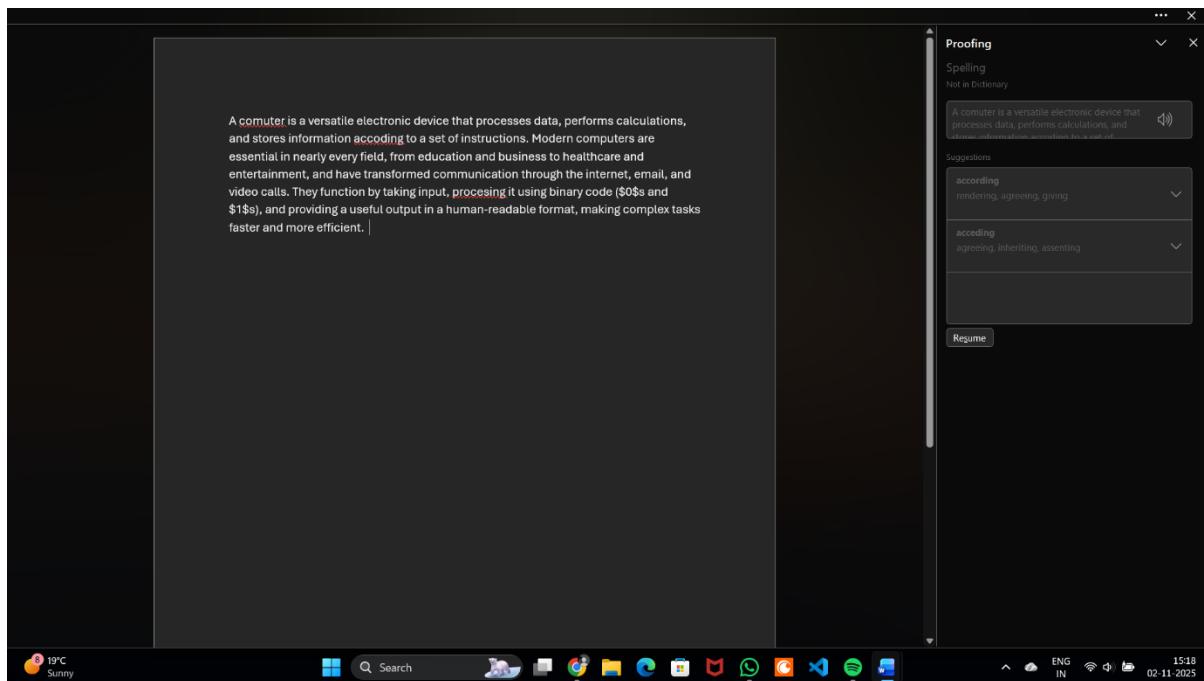
3. Insert header and footer using the header and footer option. Draw a text box and insert the following text. Insert excel worksheet using object option in insert menu. Create a hyperlink and attach a file to the hyper link. Insert bookmark using book mark option.



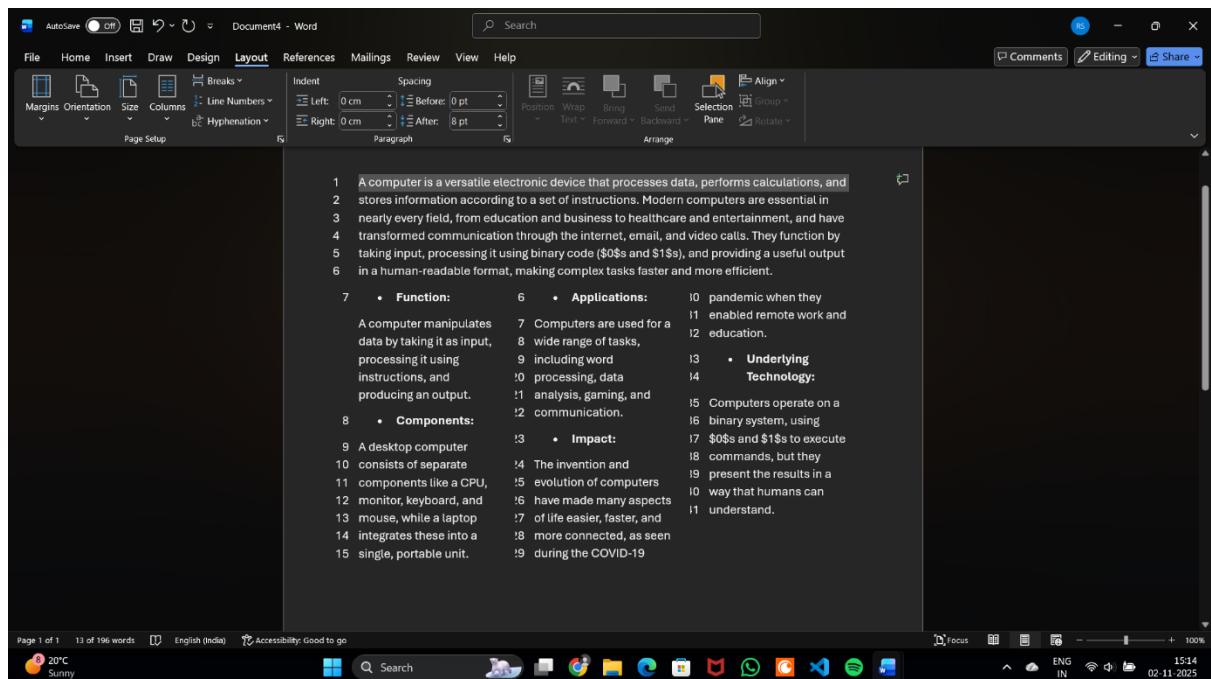
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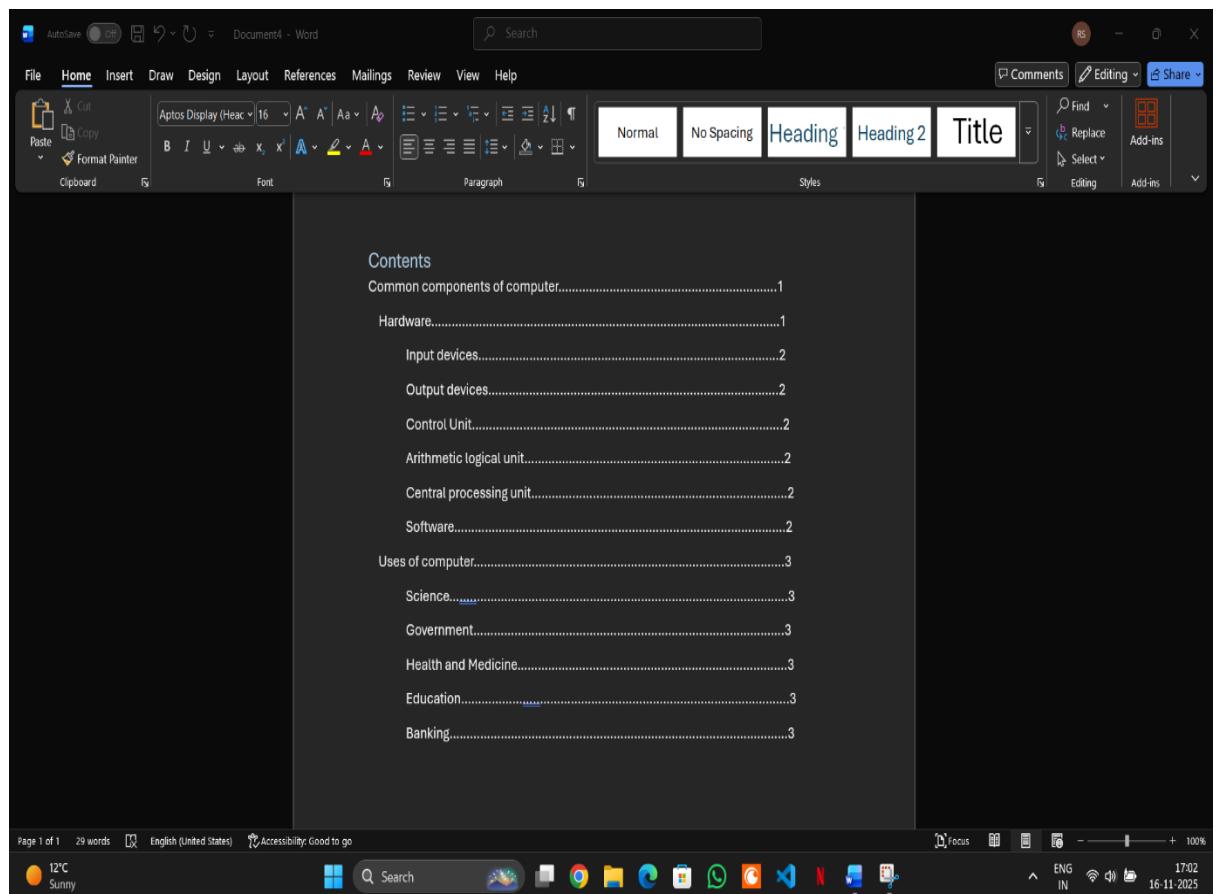
5. Type This Paragraph and Check the Spelling and Grammar Using Spelling And Grammar Tool. View This Document in Full Screen Using Full Screen Read Option. View the Document as draft using draft tool. View the screen in full mode and zoom mode. Add a bibliography of a document.



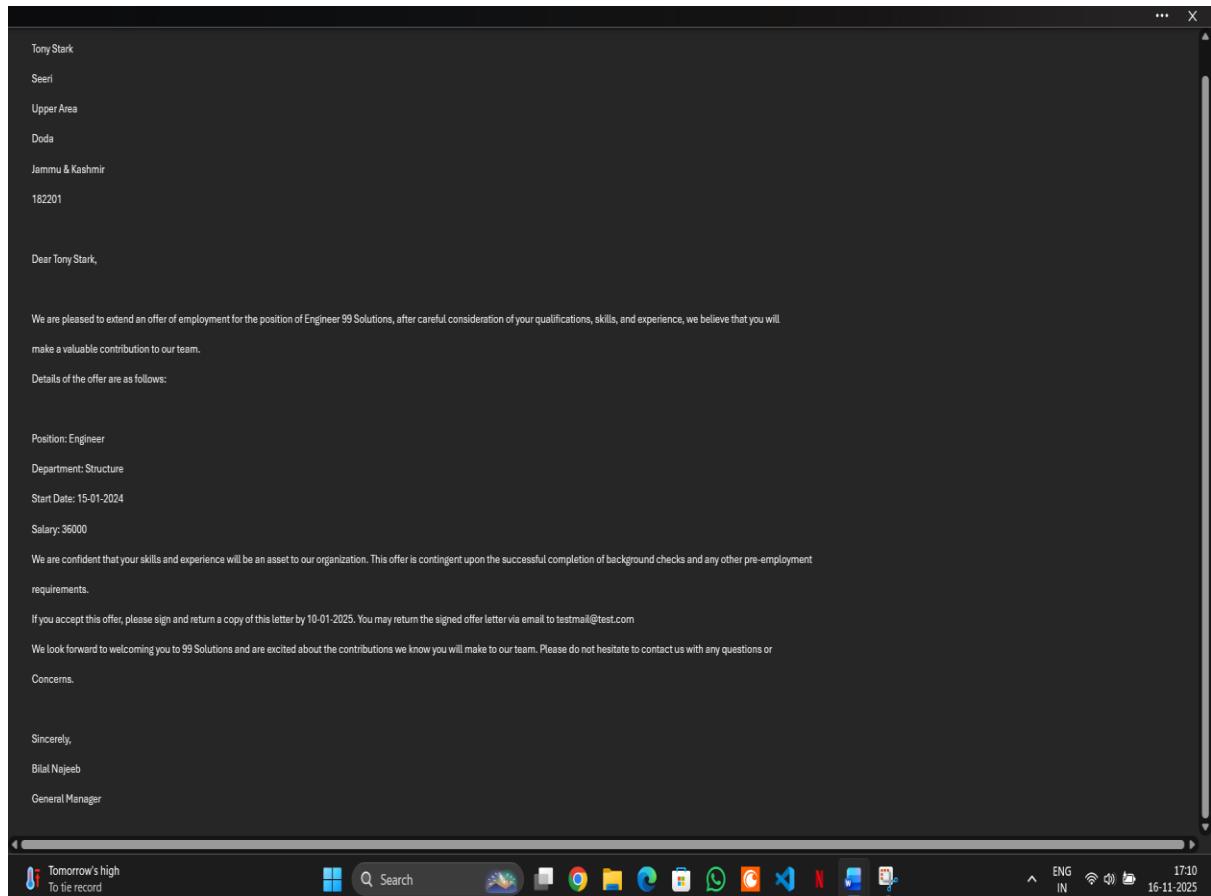
6. Choose a paper size for the document using size option. Split the text in three columns by using column options. Type the following line and give numbers to that line using line number option.



7. Add a table of content to the document Update the Table of content insert foot note to the document insert an end note to the document insert an index into the document create labels to the document.



8. Use mail merge to send an official invitation to the employees of the Company to attend a workshop.



9. Create a macro to insert a formatted table with previously defined rows and columns and with appropriate headings.

The screenshot shows a Microsoft Word document window. The ribbon at the top has tabs: Home, Insert, Page Layout, References, Mailings, Review, and View. The Home tab is selected. The Paragraph group on the ribbon includes buttons for Colors, Fonts, Margins, Orientation, Size, Columns, Line Numbers, Breaks, Watermark, Page Color, Page Borders, and Page Background. Below the ribbon, the main content area contains the following text:

1 Paragraph
On Computer 100, 150, 200, 250 to 300 Words for Kids, Students and Children

2 Paragraph On Computer: The modern and advanced electronic

works when somebody who is operating the computer, is giving instructions to it. The information is stored in the computer's storage, and we can access it easily whenever needed.

3 You can read

4 Paragraph On Computer- 100 Words For Classes 1, 2, 3 Kids

5 An electronic device used to store, display, and process data is known as a computer. The computer has emerged a lot with the passing days

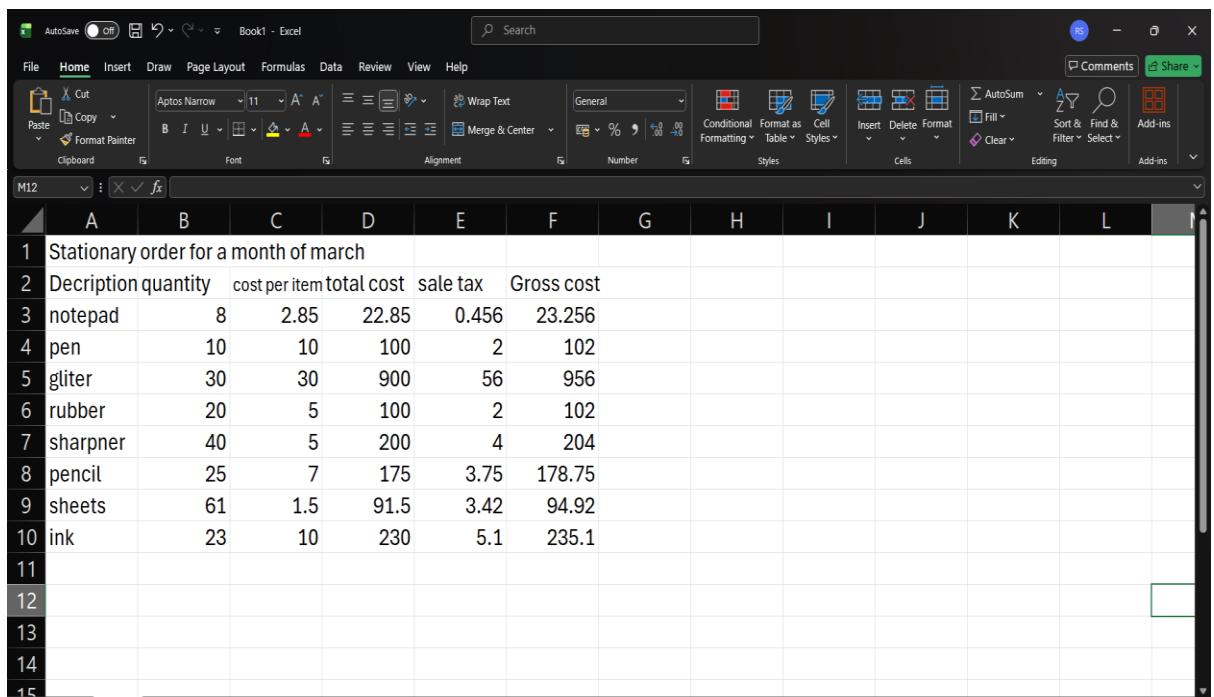
At the bottom left of the window, there is a status bar with the text "Page: 1 of 5 | Words: 463 | English (United States)".

10. Perform arithmetic on five sets of two number number 1 ,Number 2
Add Sub Mul Div.

The screenshot shows a Microsoft Excel spreadsheet titled "Book1 - Excel". The "Formulas" tab is selected in the ribbon. The table consists of 16 rows and 10 columns. Row 1 contains column headers: "number1", "number2", "addition", "subtraction", "multiplication", and "division". Rows 2 through 6 contain data points. A green rectangular selection is visible in the bottom right corner of the sheet area.

	A	B	C	D	E	F	G	H	I	J	K	L
1	number1	number2	addition	subtraction	multiplication	division						
2	43	65	108	-22	2795	0.66153						
3	78	47	125	31	3666	1.65957						
4	65	56	121	9	3640	1.16071						
5	21	52	73	-31	1092	0.40384						
6	36	65	101	-29	2340	0.55384						
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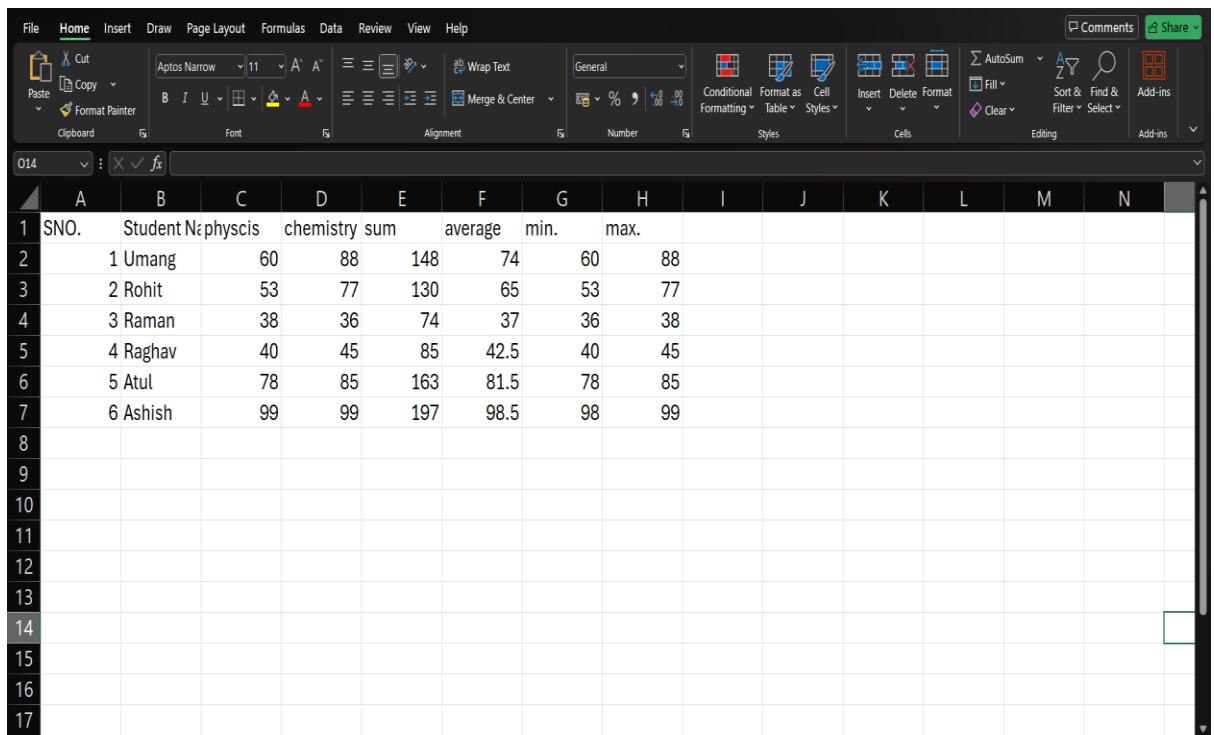
11. Consider the problem of a stationery order for month of march. The description quantity and cost per item if to be calculated & the final cost per item involve a add tax of two percent over the total cost. The graph total & net total are to be displayed. Description Quantity Cost per item.



The screenshot shows a Microsoft Excel spreadsheet titled "Book1 - Excel". The table has the following structure:

Stationary order for a month of march						
	Description	Quantity	cost per item	total cost	sale tax	Gross cost
3	notepad	8	2.85	22.85	0.456	23.256
4	pen	10	10	100	2	102
5	glitter	30	30	900	56	956
6	rubber	20	5	100	2	102
7	sharpner	40	5	200	4	204
8	pencil	25	7	175	3.75	178.75
9	sheets	61	1.5	91.5	3.42	94.92
10	ink	23	10	230	5.1	235.1
11						
12						
13						
14						
15						

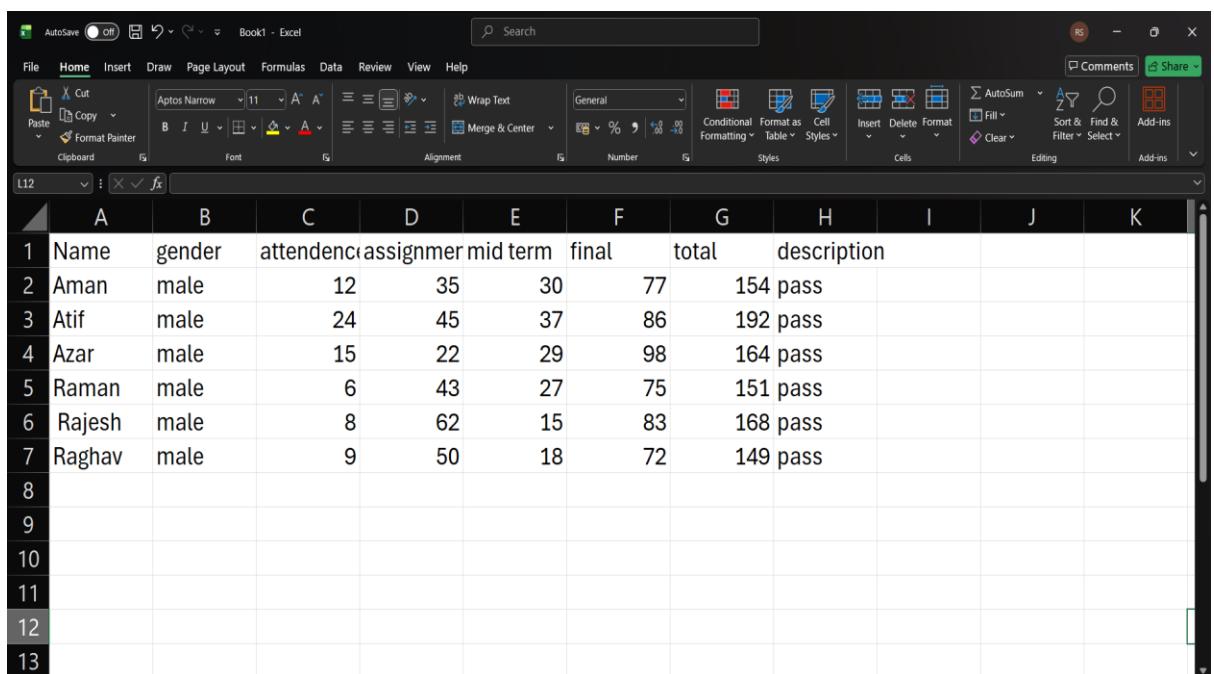
12. Let us consider problem of finding the total and average of three subject marks for five students in a class in board exam.



The screenshot shows a Microsoft Excel spreadsheet titled 'O14'. The table has columns labeled A through N. The first row contains headers: 'SNO.', 'Student Name', 'Physics', 'Chemistry', 'sum', 'average', 'min.', and 'max.'. The second row contains data for student 1: Umang, 60, 88, 148, 74, 60, and 88. The third row contains data for student 2: Rohit, 53, 77, 130, 65, 53, and 77. The fourth row contains data for student 3: Raman, 38, 36, 74, 37, 36, and 38. The fifth row contains data for student 4: Raghav, 40, 45, 85, 42.5, 40, and 45. The sixth row contains data for student 5: Atul, 78, 85, 163, 81.5, 78, and 85. The seventh row contains data for student 6: Ashish, 99, 99, 197, 98.5, 98, and 99. The remaining rows (8-17) are empty.

SNO.	Student Name	Physics	Chemistry	sum	average	min.	max.
1	Umang	60	88	148	74	60	88
2	Rohit	53	77	130	65	53	77
3	Raman	38	36	74	37	36	38
4	Raghav	40	45	85	42.5	40	45
5	Atul	78	85	163	81.5	78	85
6	Ashish	99	99	197	98.5	98	99
8							
9							
10							
11							
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17							

13. In a problem you are given the name, gender, attendance, assignment, mid-term & find grade of five students. Find the total of the assignment marks. Student who pass need to have a total score greater than or equal to 50. Display the word pass or fail under a column called description.



The screenshot shows an Excel spreadsheet titled "Book1 - Excel". The table has columns labeled A through K. The first row contains headers: Name, gender, attendenc, assignmer, mid term, final, total, and description. The second row contains data for Aman: male, 12, 35, 30, 77, 154, pass. The third row contains data for Atif: male, 24, 45, 37, 86, 192, pass. The fourth row contains data for Azar: male, 15, 22, 29, 98, 164, pass. The fifth row contains data for Raman: male, 6, 43, 27, 75, 151, pass. The sixth row contains data for Rajesh: male, 8, 62, 15, 83, 168, pass. The seventh row contains data for Raghav: male, 9, 50, 18, 72, 149, pass. The "attendenc" header is misspelled as "attendenc" in the screenshot. The "description" column shows the result of the formula =IF(SUM(D2:F2)>=50,"pass","fail").

	A	B	C	D	E	F	G	H	I	J	K
1	Name	gender	attendenc	assignmer	mid term	final	total	description			
2	Aman	male	12	35	30	77	154	pass			
3	Atif	male	24	45	37	86	192	pass			
4	Azar	male	15	22	29	98	164	pass			
5	Raman	male	6	43	27	75	151	pass			
6	Rajesh	male	8	62	15	83	168	pass			
7	Raghav	male	9	50	18	72	149	pass			
8											
9											
10											
11											
12											
13											

14. You are given a file containing the name and age of people. You have to count no of people in each category as minor major 18-25. Middle age 26-40, above middle age 40-60, & senior citizen 61-100. Using the single function, for each scenario & create the font pertaining to the condition.

The screenshot shows a Microsoft Excel spreadsheet titled "Book2 - Excel". The ribbon menu is visible at the top, and the Home tab is selected. The table below contains data with columns for NAME, AGE, CATEGORY, and COUNT. The COUNT column uses a formula to categorize the data based on age. Row 11 is highlighted in green, and row 12 is selected.

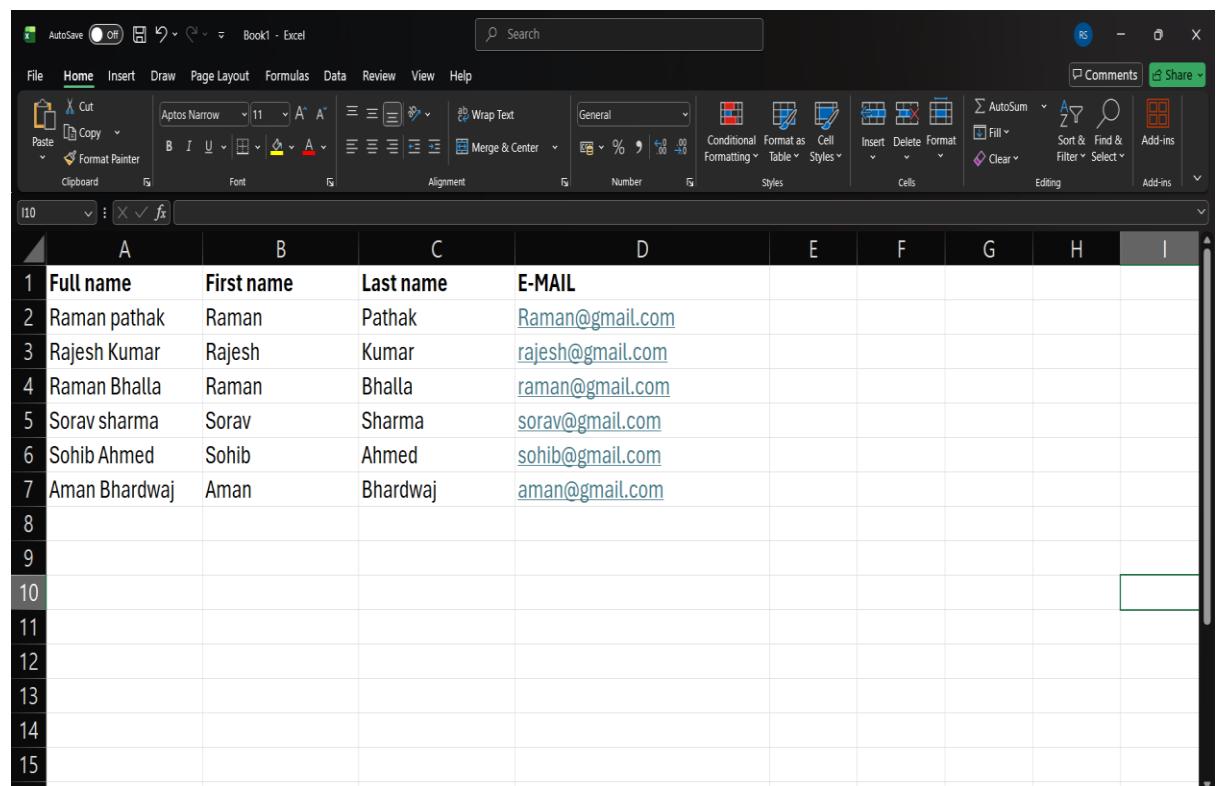
	A	B	C	D	E	F	G	H	I	J	K
1	NAME	AGE	CATEGORY	COUNT							
2	AJEET	18	MAJOR	4							
3	SAMEER	2	MINOR	1							
4	SACHIN	34	MIDDLE AGE	5							
5	SARTHAK	56	ABOVE MIDDLE AGE	4							
6	SATISH	87	SENIOR CITIZENS	5							
7											
8											
9											
10											
11											
12											
13											
14											

15. Consider a table containing the consignments of different fruits from different suppliers as shown below. Product Supplier Quantity.

The screenshot shows a Microsoft Excel spreadsheet titled "Book3 - Excel". The table consists of two rows of headers and five data rows. The first header row spans columns A through L, with "PRODUCTS" in A1, "SUPPLIER" in B1, and "QUANTITY" in C1. The second header row spans columns E through L, with "PRODUCTS" in E1 and "QUANTITY" in F1. The data rows are as follows:

PRODUCTS SUPPLIER QUANTITY			PRODUCTS QUANTITY		
Cherries	David	675	Apples	2425	
Bananas	Warner	885	Bananas	1452	
Apples	Smith	768	Cherries	657	
Orange	Kristein	456	Apples	1654	

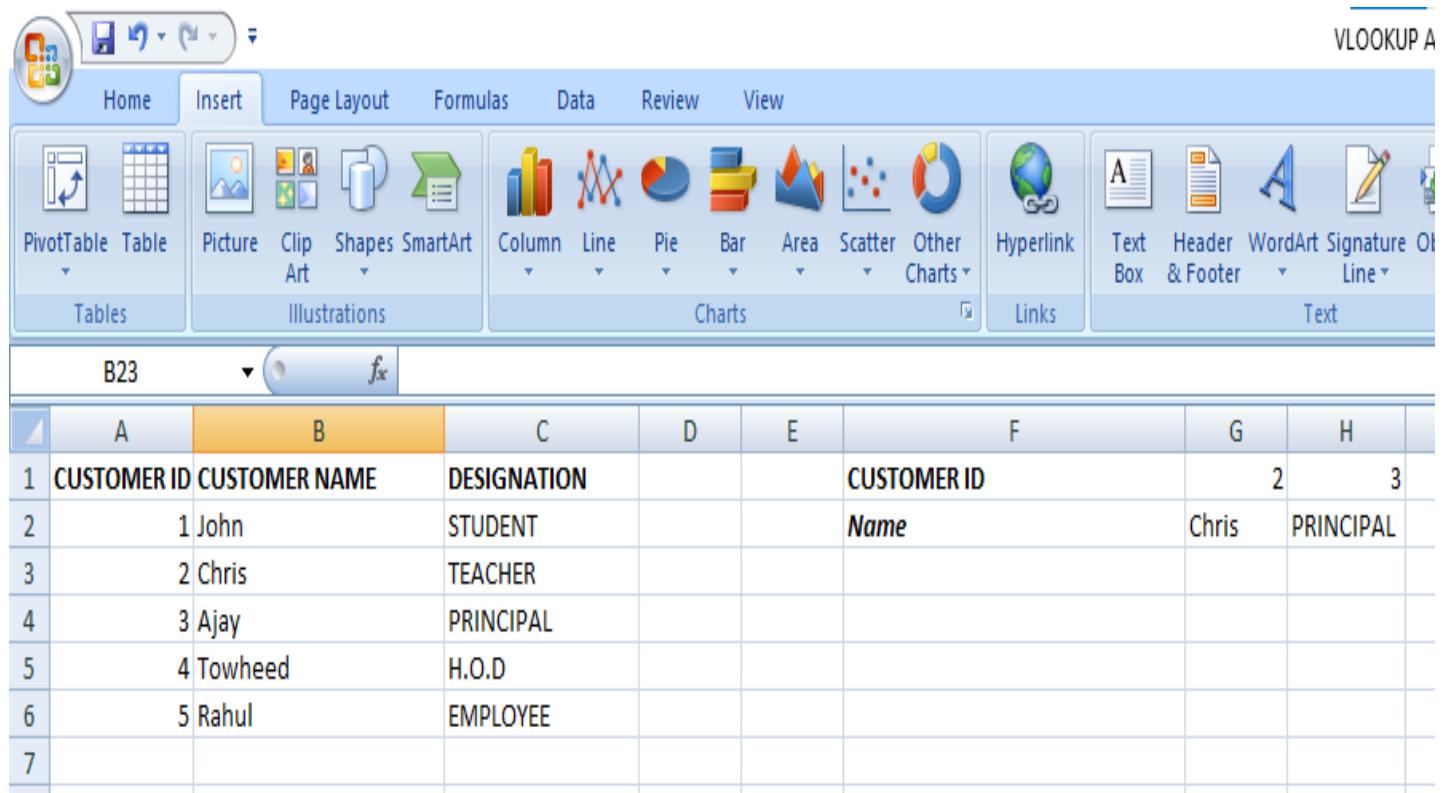
16. Calculate the first name last name, email id of the full name of the employee.



A screenshot of Microsoft Excel showing a table of employee data. The table has columns for Full name, First name, Last name, and E-MAIL. The data is as follows:

	A	B	C	D	E	F	G	H	I
1	Full name	First name	Last name	E-MAIL					
2	Raman pathak	Raman	Pathak	Raman@gmail.com					
3	Rajesh Kumar	Rajesh	Kumar	rajesh@gmail.com					
4	Raman Bhalla	Raman	Bhalla	raman@gmail.com					
5	Sorav sharma	Sorav	Sharma	sorav@gmail.com					
6	Sohib Ahmed	Sohib	Ahmed	sohib@gmail.com					
7	Aman Bhardwaj	Aman	Bhardwaj	aman@gmail.com					
8									
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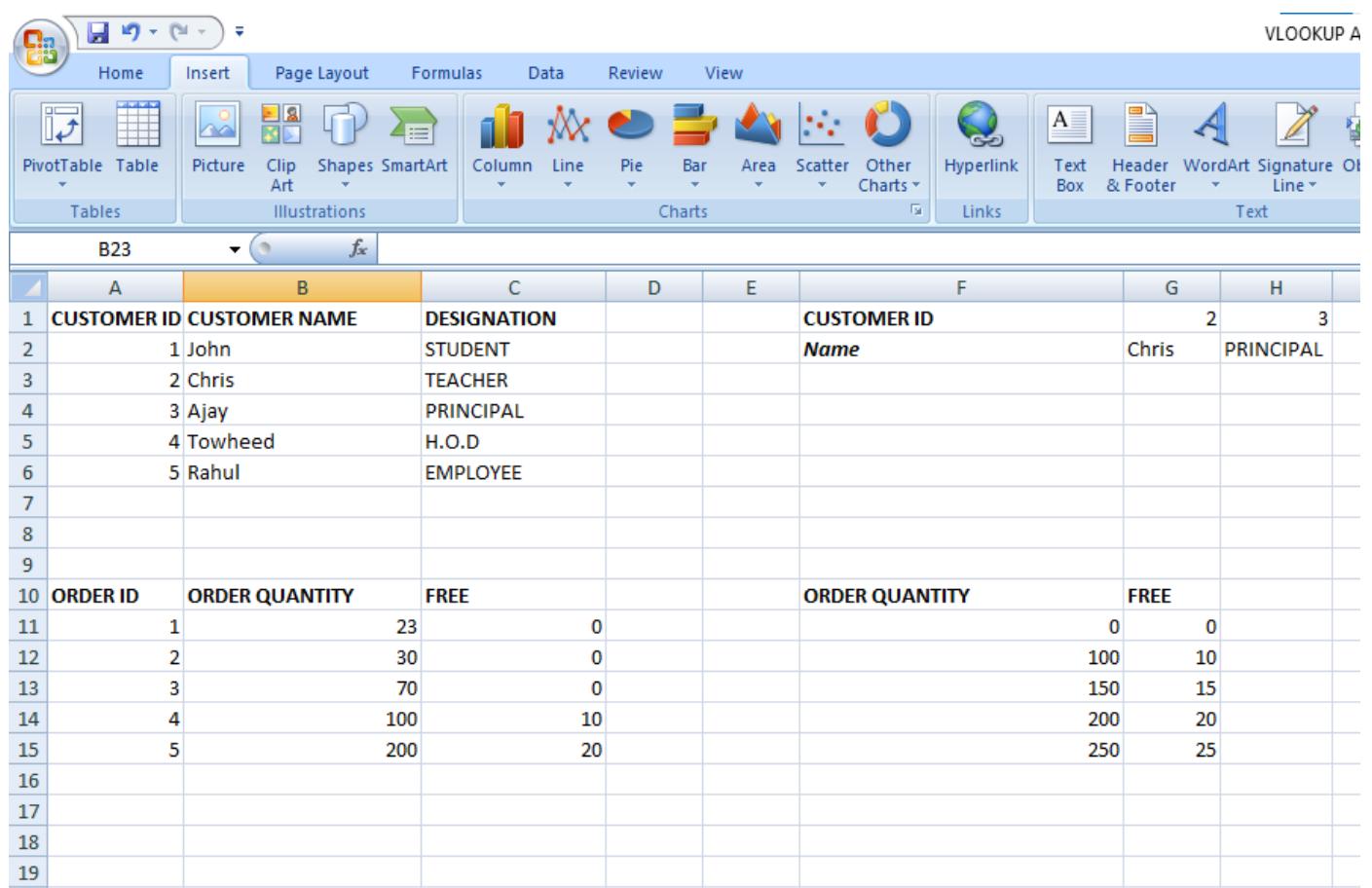
17. Use V look up to search name of employee by their customer ID.



The screenshot shows a Microsoft Excel interface. The ribbon at the top has tabs for Home, Insert, Page Layout, Formulas, Data, Review, and View. The Insert tab is selected, showing icons for PivotTable, Table, Picture, Clip Art, Shapes, SmartArt, Column, Line, Pie, Bar, Area, Scatter, Other Charts, Hyperlink, Text Box, Header & Footer, WordArt, Signature, and Lines. The formula bar shows "B23" and an fx icon. The main area contains a table with the following data:

	A	B	C	D	E	F	G	H
1	CUSTOMER ID	CUSTOMER NAME	DESIGNATION			CUSTOMER ID	2	3
2	1	John	STUDENT			Name	Chris	PRINCIPAL
3	2	Chris	TEACHER					
4	3	Ajay	PRINCIPAL					
5	4	Towheed	H.O.D					
6	5	Rahul	EMPLOYEE					
7								

18. Use V look up to extract the info from multiple tables.



The screenshot shows a Microsoft Excel interface with the following details:

- Formula Bar:** Displays "B23" and a fx icon.
- Excel ribbon:** Home tab is selected. Other tabs include Insert, Page Layout, Formulas, Review, and View.
- Toolbars:** Tables, Illustrations, Charts, Links, and Text.
- Tables:** Two tables are present in the worksheet area.
 - Table 1 (Customer Data):** Columns A (Customer ID), B (Customer Name), and C (Designation). Rows contain data for John (Student), Chris (Teacher), Ajay (Principal), Towheed (H.O.D.), and Rahul (Employee).
 - Table 2 (Order Data):** Columns A (Order ID), B (Order Quantity), and C (Free). Rows contain data for orders 1 through 5.
- Links:** A formula in cell F2 uses the VLOOKUP function to extract information from Table 1 based on the value in cell B2.

	A	B	C	D	E	F	G	H
1	CUSTOMER ID	CUSTOMER NAME	DESIGNATION			CUSTOMER ID	2	3
2	1	John	STUDENT			Name	Chris	PRINCIPAL
3	2	Chris	TEACHER					
4	3	Ajay	PRINCIPAL					
5	4	Towheed	H.O.D.					
6	5	Rahul	EMPLOYEE					
7								
8								
9								
10	ORDER ID	ORDER QUANTITY	FREE			ORDER QUANTITY	FREE	
11	1	23	0			0	0	
12	2	30	0			100	10	
13	3	70	0			150	15	
14	4	100	10			200	20	
15	5	200	20			250	25	
16								
17								
18								
19								

19. Use H-look up to search the name of employee by their customer id.

The screenshot shows a Microsoft Excel spreadsheet with the following data:

	A	B	C	D	E
1	SUBJECT/NAME SAMEER	BILAL	ABHAY	SHIVANSH	
2	MATHS	34	56	89	56
3	ENGLISH	56	56	89	68
4	HINDI	78	45	89	97
5	PHYSICS	90	68	89	78
6	BIOLOGY	87	87	89	67
7	CHEMISTRY	67	89	84	45
8					
9	MARKS OF BILAL IN HINDI		45		
10					