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

ACKNOWLEDGEMENGT

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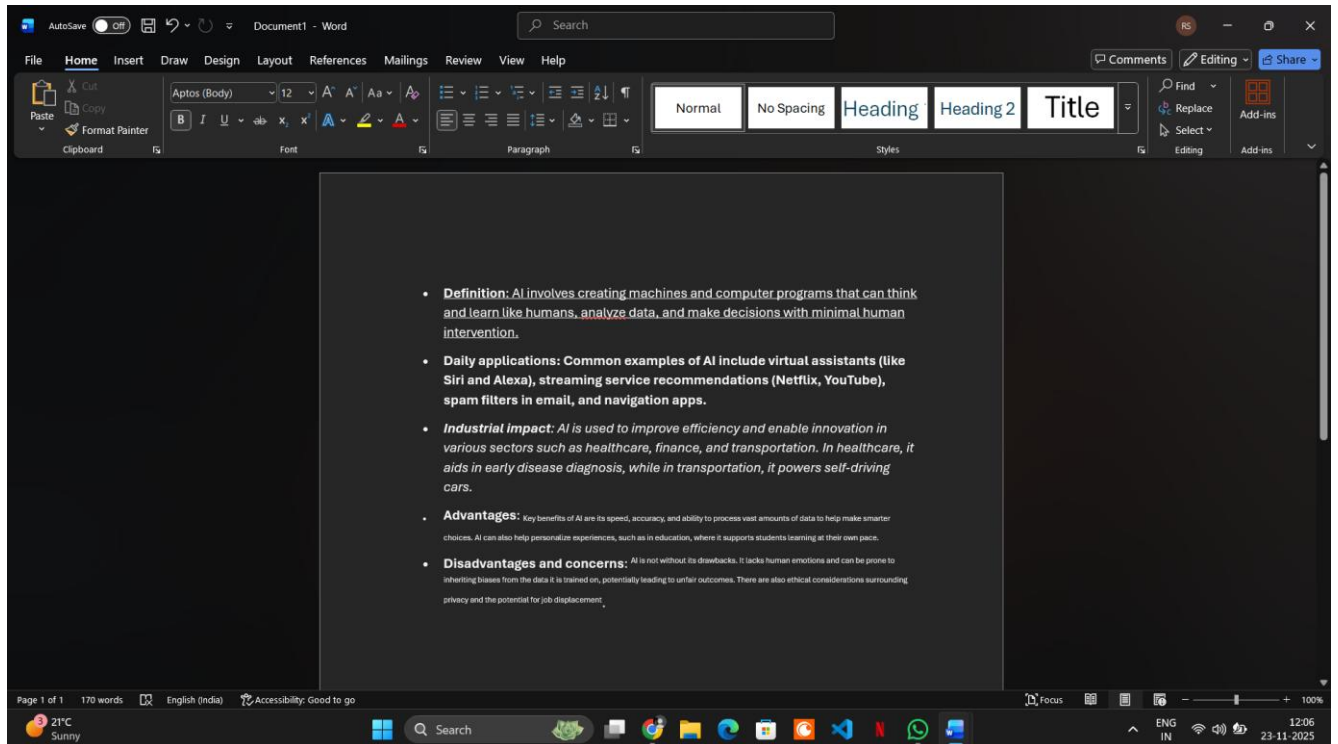
Mr. Moomin Ahmed has submitted a satisfactory report, as compiled in the following pages, under my diligent supervision.

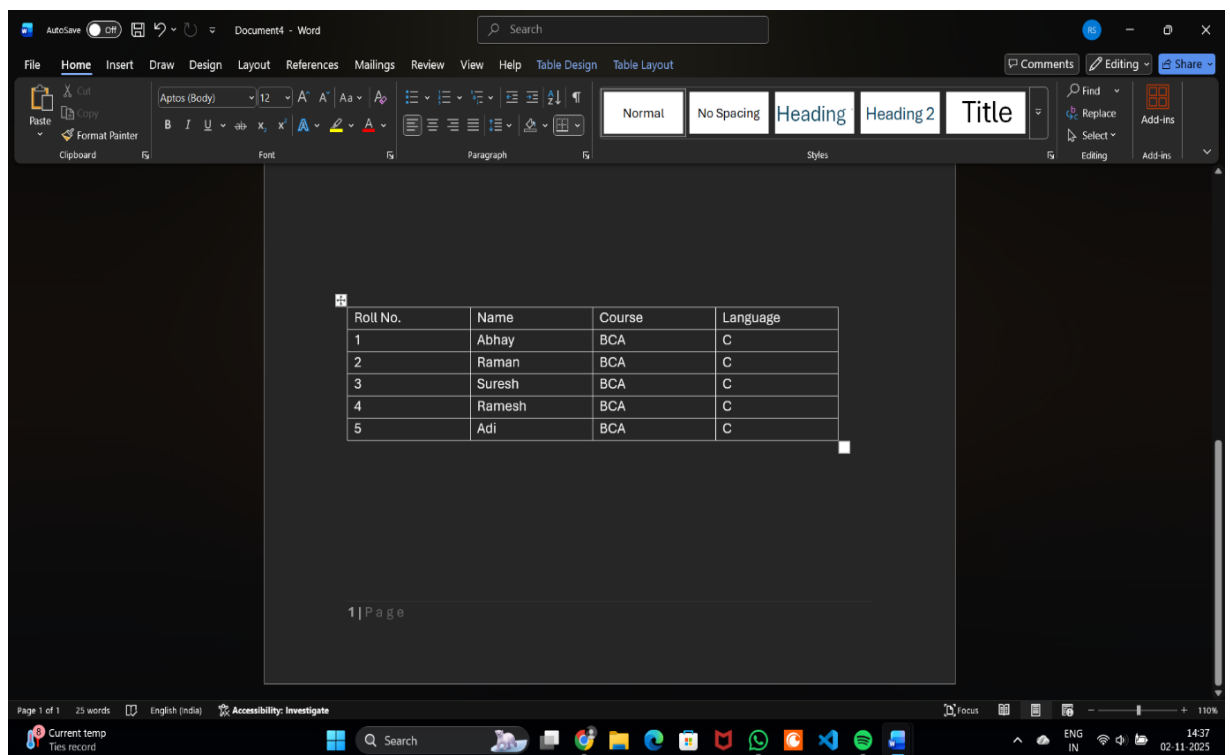Total number of practical certified are: 20.

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
12	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.	26
13	Let us consider problem of finding the total and average of three subject marks for five students in a class in board exam.	27

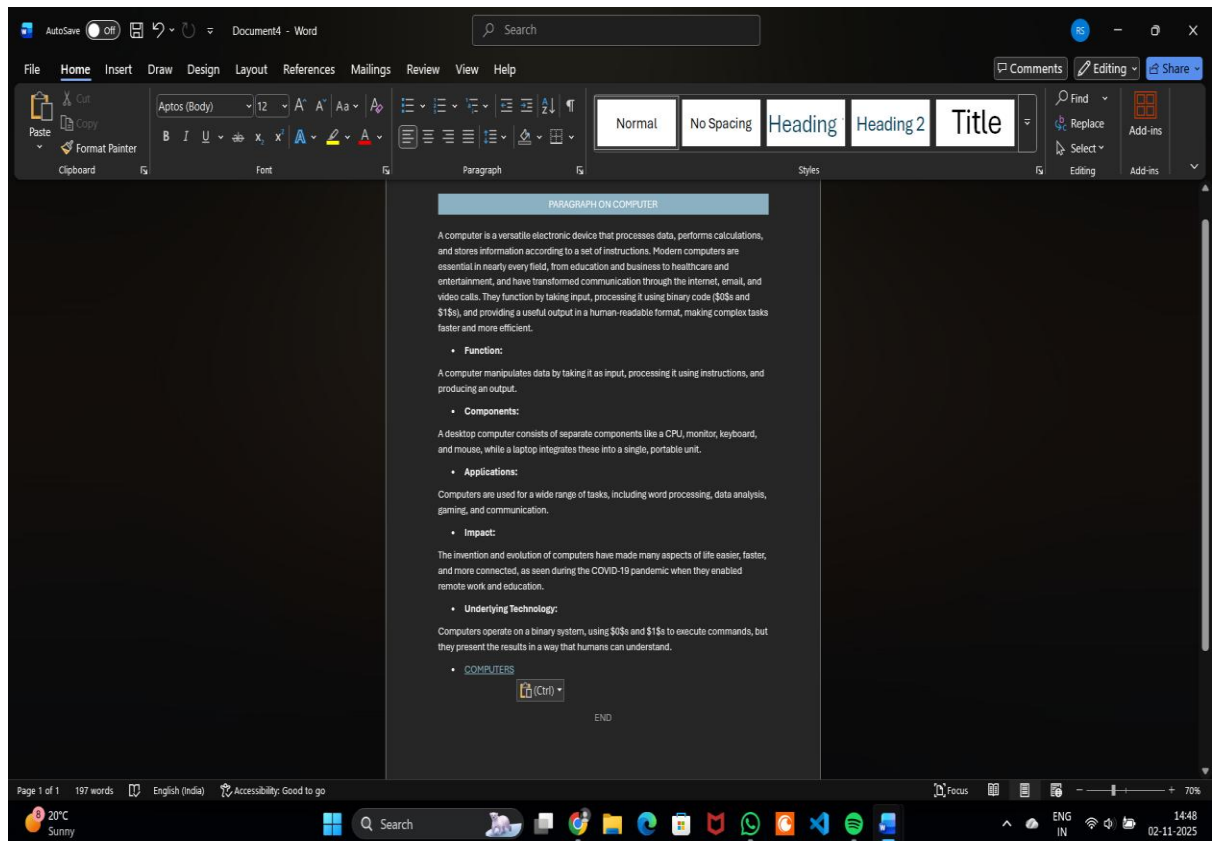| 14	In a problem you are given the name, gender, attendance, assignment, mid-term & find grade of five students. Find the total of the assignment marks. Student who pass need to have a total score greater than or equal to 50. Display the word pass or fail under a column called description	28
15	You 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.	29
16	Consider a table containing the consignments of different fruits from different suppliers as show below. Product Supplier Quantity.	30
17	Calculate the first name last name, email id of the full name of the employee.	31
18	Use V lookup to search name of employee by their customer ID.	32
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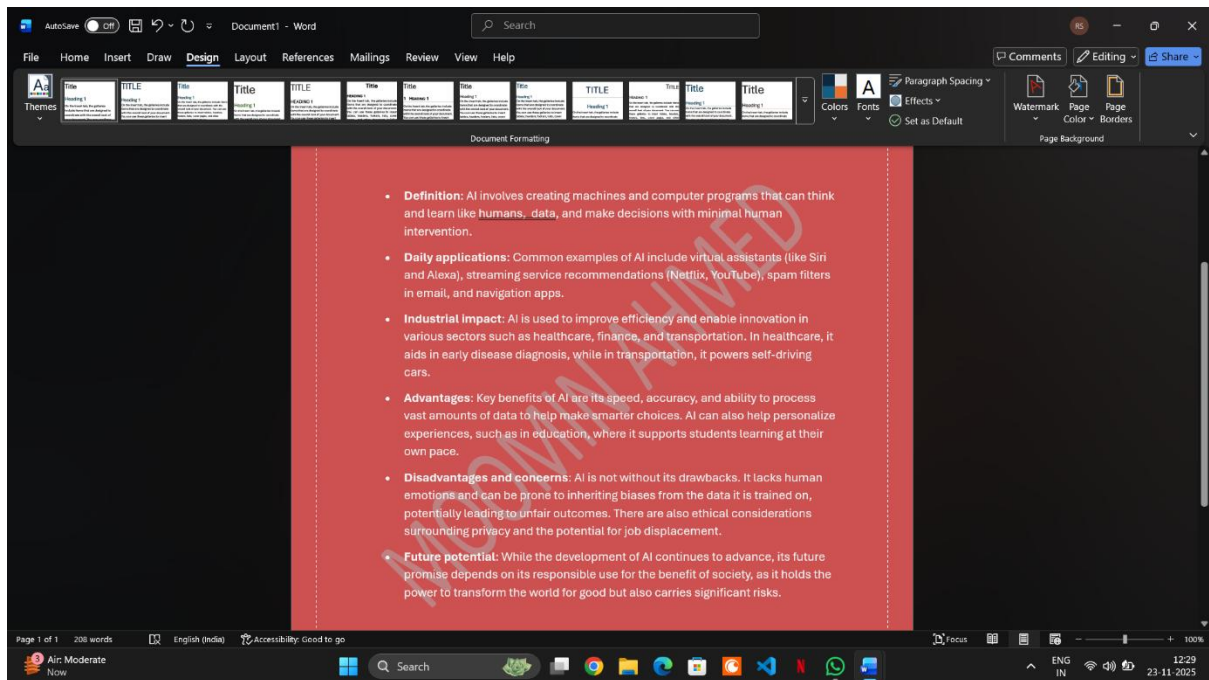
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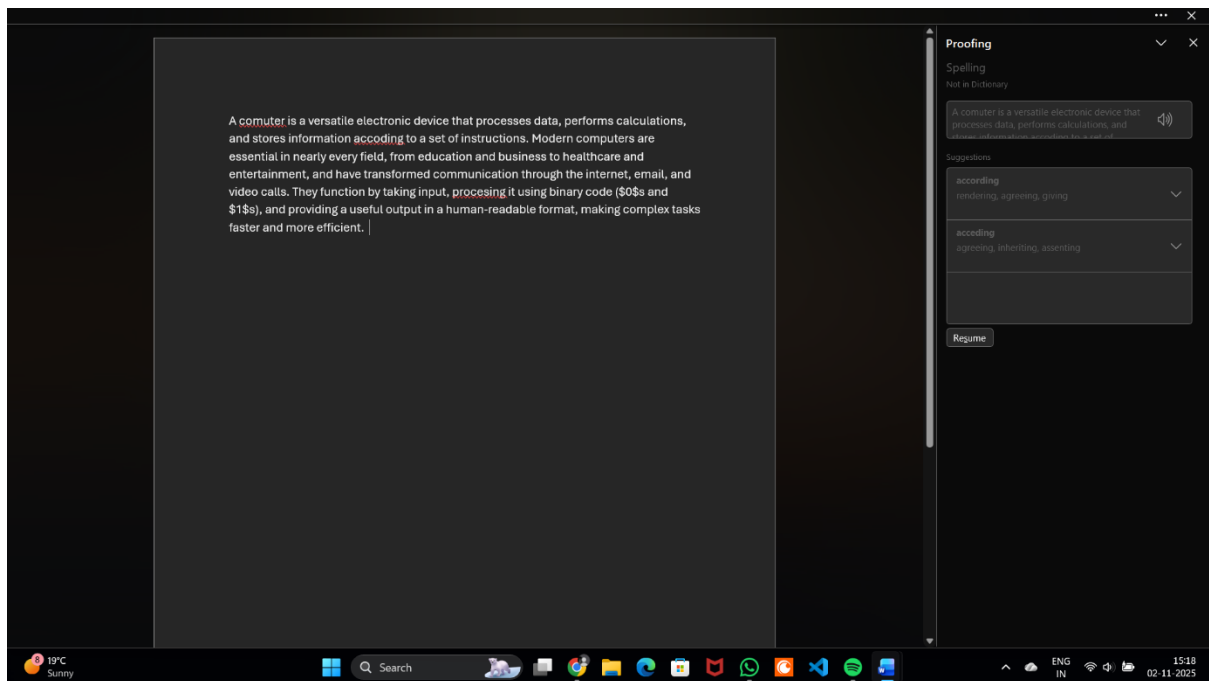
Roll No.	Name	Course	Language
1	Abhay	BCA	C
2	Raman	BCA	C
3	Suresh	BCA	C
4	Ramesh	BCA	C
5	Adi	BCA	C

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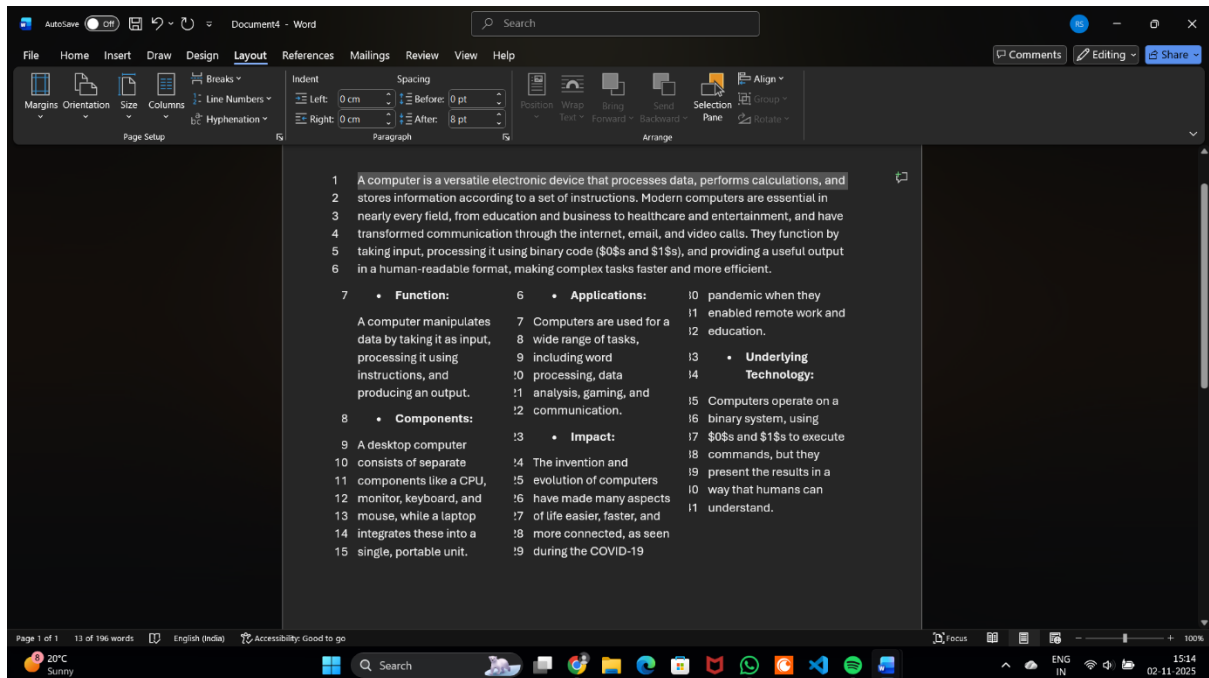
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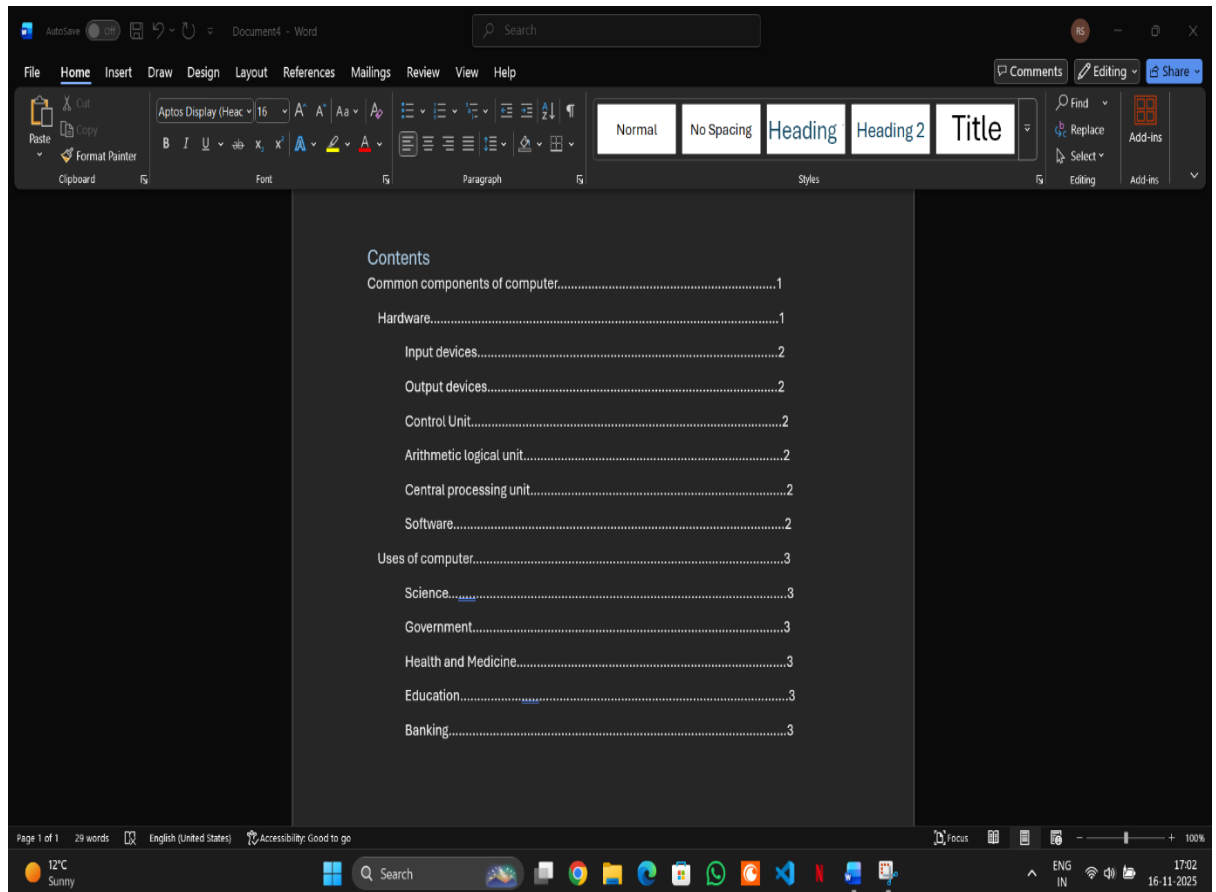
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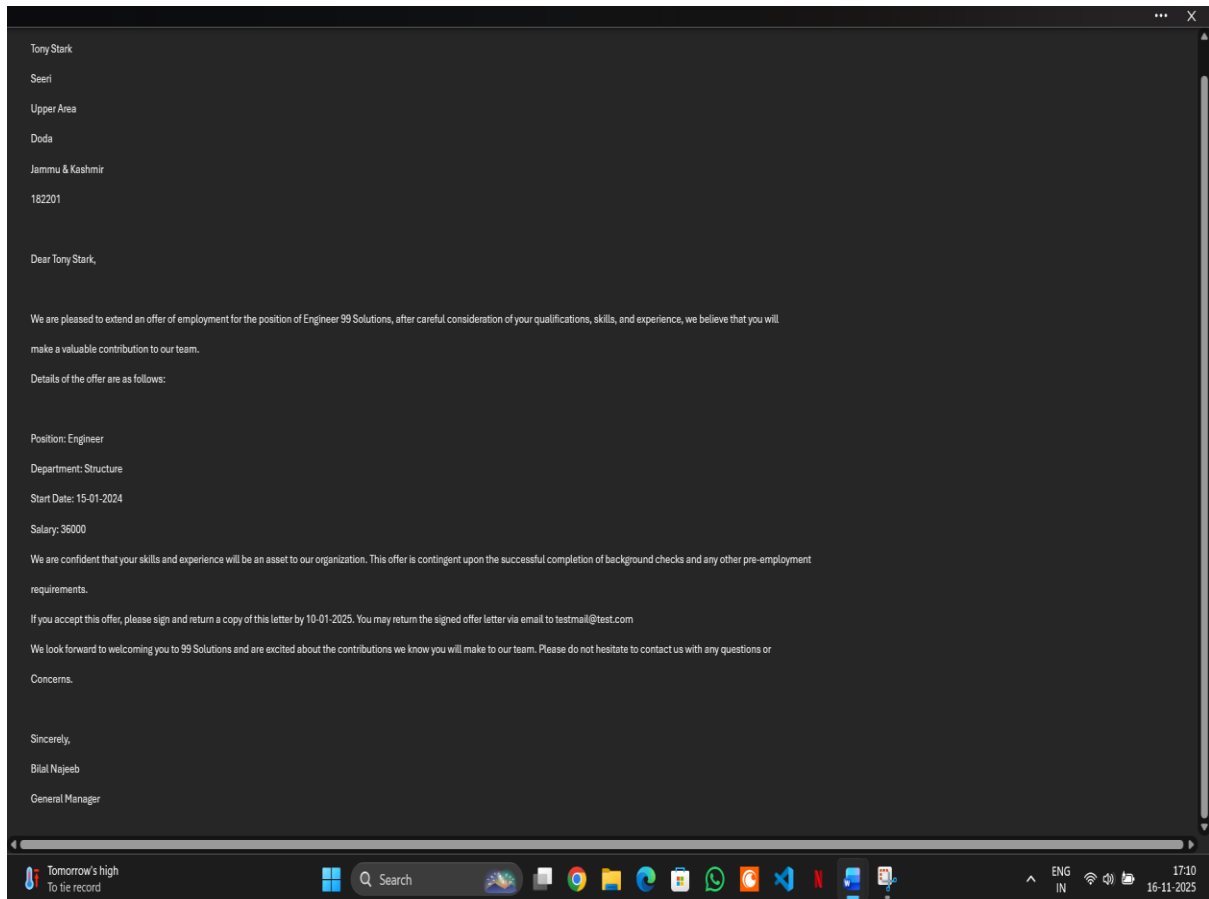
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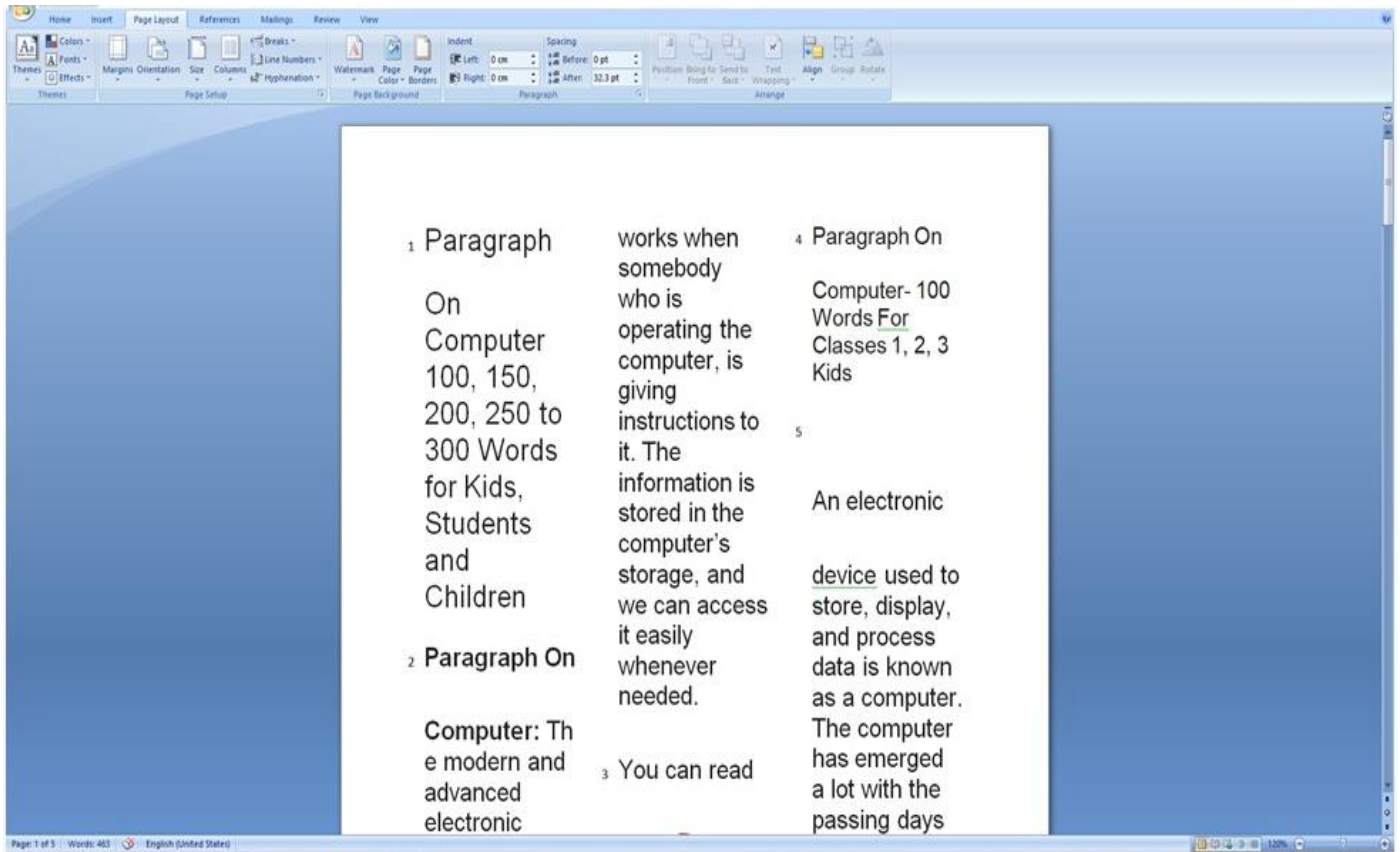
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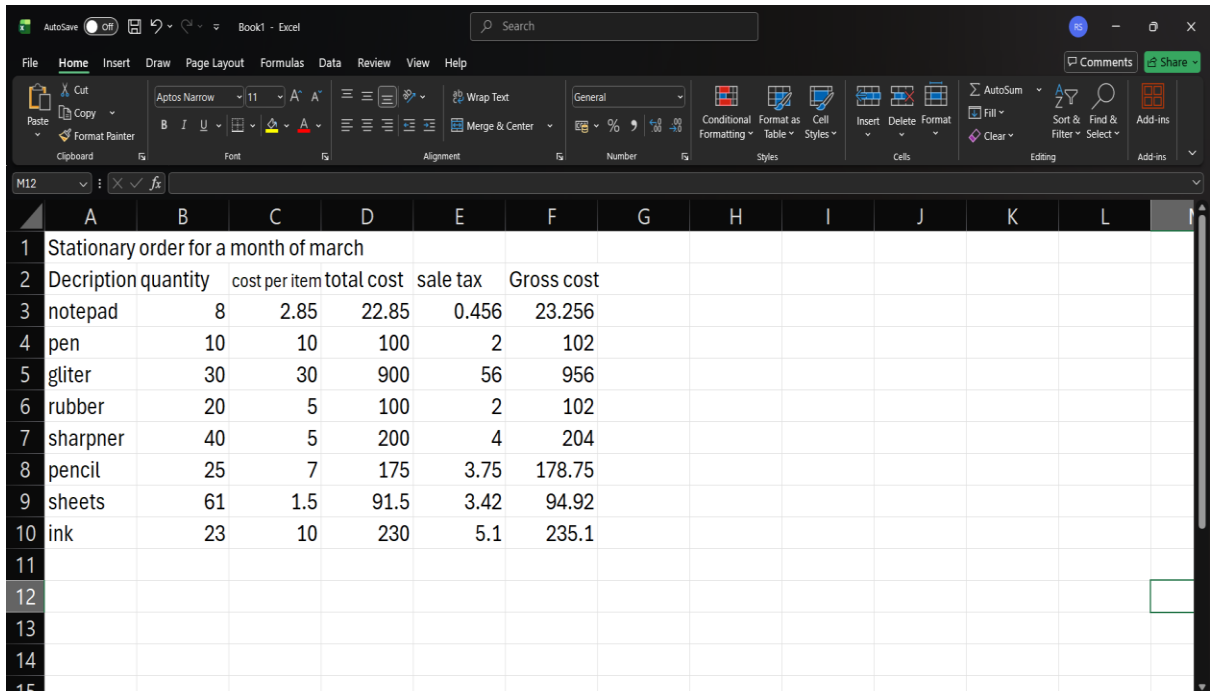
Tony Stark

Seeri

Upper Area

Doda

Jammu & Kashmir

182201

Dear Tony Stark,

We are pleased to extend an offer of employment for the position of Engineer 99 Solutions, after careful consideration of your qualifications, skills, and experience, we believe that you will

make a valuable contribution to our team.

Details of the offer are as follows:

Position: Engineer

Department: Structure

Start Date: 15-01-2024

Salary: 36000

We are confident that your skills and experience will be an asset to our organization. This offer is contingent upon the successful completion of background checks and any other pre-employment

requirements.

If you accept this offer, please sign and return a copy of this letter by 10-01-2025. You may return the signed offer letter via email to testmail@test.com

We look forward to welcoming you to 99 Solutions and are excited about the contributions we know you will make to our team. Please do not hesitate to contact us with any questions or

Concerns.

Sincerely,

Bilal Najeeb

General Manager

'

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

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

number1	number2	addition	subtraction	multiplication	division
43	65	108	-22	2795	0.66153
78	47	125	31	3666	1.65957
65	56	121	9	3640	1.16071
21	52	73	-31	1092	0.40384
36	65	101	-29	2340	0.55384

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.
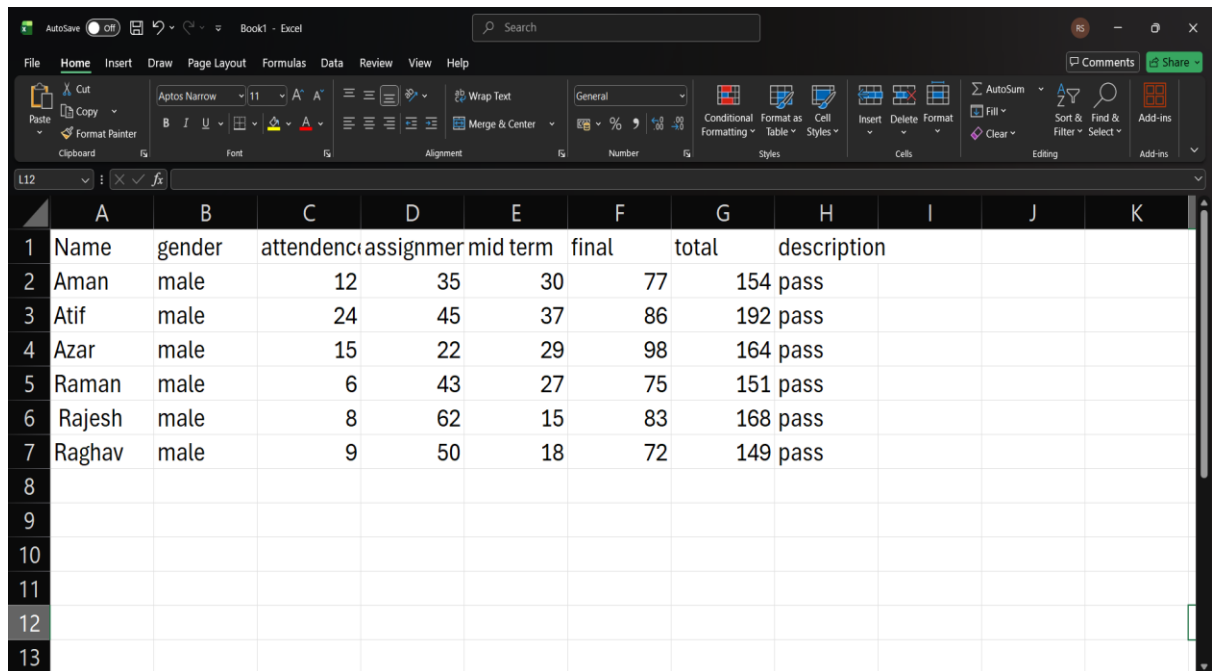
	A	B	C	D	E	F
1	Stationary order for a month of march					
2	Decription	quantity	cost per item	total cost	sale tax	Gross cost
3	notepad	8	2.85	22.85	0.456	23.256
4	pen	10	10	100	2	102
5	gliter	30	30	900	56	956
6	rubber	20	5	100	2	102
7	sharpner	40	5	200	4	204
8	pencil	25	7	175	3.75	178.75
9	sheets	61	1.5	91.5	3.42	94.92
10	ink	23	10	230	5.1	235.1

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

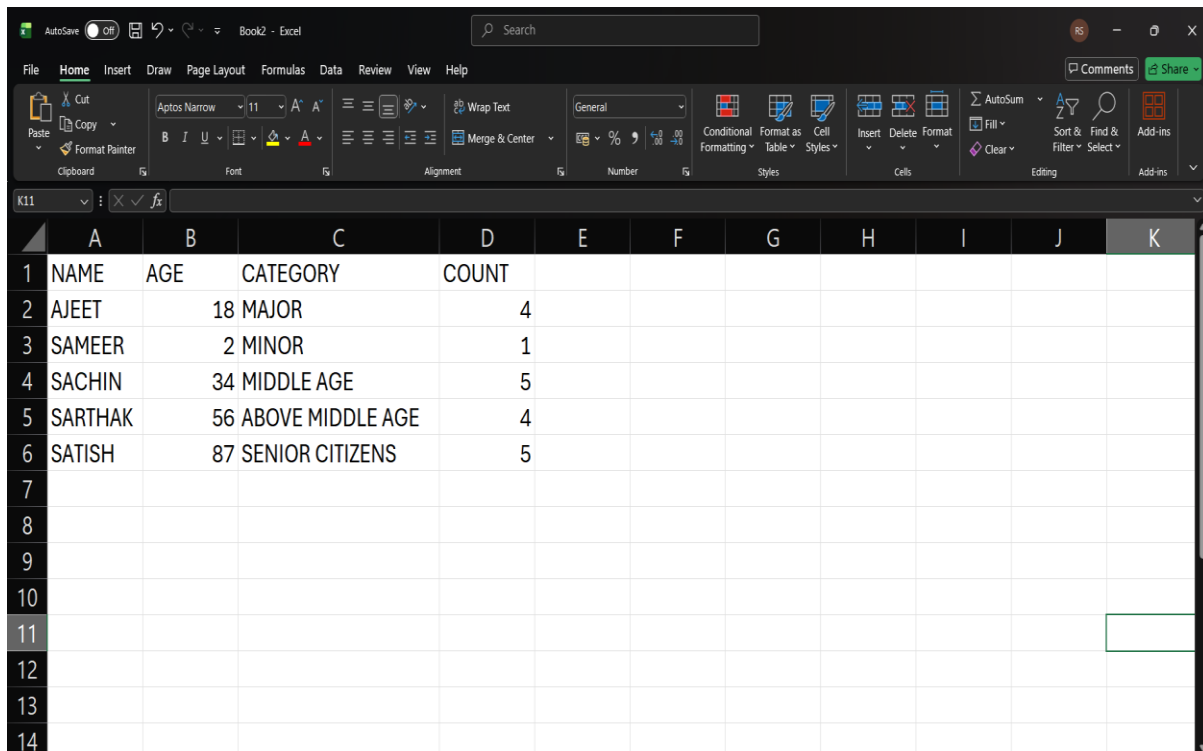|	A	B	C	D	E	F	G	H
1	SNO.	Student Na	physcis	chemistry	sum	average	min.	max.
2	1	Umang	60	88	148	74	60	88
3	2	Rohit	53	77	130	65	53	77
4	3	Raman	38	36	74	37	36	38
5	4	Raghav	40	45	85	42.5	40	45
6	5	Atul	78	85	163	81.5	78	85
7	6	Ashish	99	99	197	98.5	98	99

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 then or equal to 50. Display the word pass or fail under a column called description.

	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.
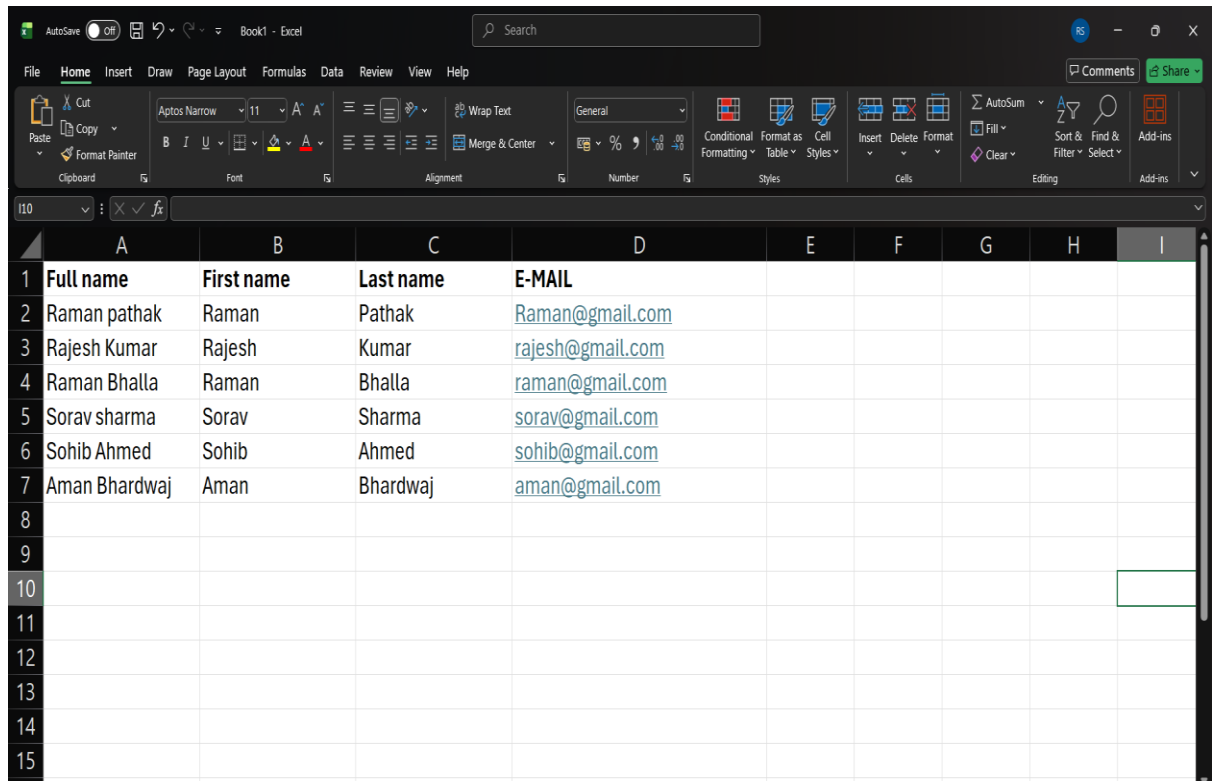
	A	B	C	D
1	NAME	AGE	CATEGORY	COUNT
2	AJEET	18	MAJOR	4
3	SAMEER	2	MINOR	1
4	SACHIN	34	MIDDLE AGE	5
5	SARTHAK	56	ABOVE MIDDLE AGE	4
6	SATISH	87	SENIOR CITIZENS	5

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

	PRODUCTS	SUPPLIER	QUANTITY		PRODUCTS	QUANTITY
1	PRODUCTS	SUPPLIER	QUANTITY		PRODUCTS	QUANTITY
2	Cherries	Dvaid	675		Apples	2425
3	Bananas	Warner	885		Bananas	1452
4	Apples	Smith	768		Cherries	657
5	Orange	Kristein	456		Apples	1654

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

	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									
9									
10									
11									
12									
13									
14									
15									

17. Use V look up to search name of employee by their customer ID.

	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.

	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.

	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					