MS - WORD

1. Using Draw Table feature, insert a 7-column, 6-row table to create a calendar for the current

month.

1. Enter the names of the days of the week in the first row of the table.

2. Centre the day names horizontally and vertically.

3. Change the font and font size as desired.

4. Insert a row at the top of the table.

5. Merge the cells in the row and enter the current month and year using a large font size.

6. Shade the row.

7. Enter and right-align the dates for the month in the appropriate cells of the table.

8. Change the outside border to a more decorative border. Identify two important dates in

the calendar and shade them.

1. Write an invitation to Welcome Program using mail merge
2. Write an article on “Effect of COVID on Social Psychiatry”

MS- EXCEL

1. Make a sheet having the fields - S.No, Name, Physics Makes, Mathematics Marks, Introduction to IT marks, Digital Logic Marks, C Programming Marks, Percentage and Grade. Fill the data for the S.No, Name, Physics Marks, Mathematics Marks, Introduction to IT marks, Digital Logic Marks and C Programming Marks,

Calculate the following:

Find the percentage of the student:

1. Calculate Grade(A+ if >90%, A between 80% to 90%, B+ between 70% and 80%, B between 60% and 70%, C+ between 50% and 60%, C between 40% and 50%, D between 20% and 40% and E otherwise).
2. Sort all records on Name.
3. Create the Grade-sheet using VLOOKUP
4. A school pays a monthly salary to employees, which consists of basic salary, allowances, and deductions. The details of allowances and deductions are as follows:

HRA is 30% of the Basic.

DA is 20% of Basic.

Conveyance Allowance is:-

Rs. 500/-, if Basic is less than or equal to Rs. 10000/-

Rs. 750/-, if Basic is greater than Rs. 10000/- and less than Rs. 20000/-

Rs. 1000/-, if Basic is greater than Rs. 20000/-

Entertainment Allowance is:-

Rs. 500/-, if Basic is less than or equal to Rs. 10000/-

Rs. 1000/-, if Basic is greater than 10000/-

PF deduction is 6% of Basic.

IT deduction is 15% of the Basic.

Calculate the following:-

Gross salary = Basic + HRA + DA + Conveyance + Entertainment

Deduction = PF + IT

Net Salary = Gross Salary - Deduction

MS-DOS

1. Create a directory BSC CSIT, BBA, BSC physics inside BMC
2. Create a file info.txt inside BSC CSIT containing the name of 10 the students
3. Rename the file info.txt to sectionA.txt
4. Hide the file sectionA.txt