

**Computer Lab - Practical Question Bank**  
**FACULTY OF COMMERCE, SATAVAHANA UNIVERSITY**

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*B.Com (All Streams) CBCS Semester - I W.E.F. 2016-17*

**INFORMATION TECHNOLOGY**

Time: 60 Minutes

Record : 05  
Skill Test : 15  
Total Marks : 20

**MS DOS & WINDOWS :**

1. Create Directory in Dos - College  
    Sub Directory – Course  
    Sub Directory - Commerce and files in it – B.Com, B.A, B. Sc
2. Create a Folder in Widows - Market  
    Sub Folder – Vegetables and files tomato and potato –  
        Rename potato as Potatoes and delete the  
        file potatoes  
    Sub Folder - Fruits and files mango and apple
3. Execute any five Internal & External DOS Commands

**MS POWERPOINT :**

4. Create 6 Slides using different slide layouts - describing about your College.
5. Create 4 Slides on annual day of your college and perform the following:
  - Give Header and Footer
  - Give Background Color
  - Insert Picture from Clip Art
  - Insert Slide Numbers
6. Create 5 Slides on “Importance of Computers” and apply Design Templates
7. Create 5 Slides on “Syllabus structure” using different slide layouts and show only 3 Slides (without using Delete option)
8. Create 3 Slides on “Plant tress and protect Nature” and each slide should have a Comment.
9. Create two files on “Clean & Green” and “Anti Ragging” in MS PowerPoint and hyperlink them with each other.

10. Create 2 Slides on “Traffic Rules” and on “Avoid Cell Phone Driving” duplicate the first slide four times and delete one of the Duplicated slide.
11. Create 5 slides on “Students are future citizens of our country” using different Formatting options and shows them in Slide Sorter View.

**MS WORD :**

12. Using Mail Merge, write a letter inviting 5 friends to your Birthday Party.
13. Type the following matter

Features of Computers (underline, caps, bold, font size 18)  
 Accuracy  
 Speed  
 Efficiency  
 Multi-tasking

Give numbers to the above features and Background as Pink

14. Create a Macro Program with your own data and run it.
15. Create a document and give 5 Footnotes.
16. Create a Table containing student’s marks and sort in ascending order.
17. Insert 4 Bookmarks in a file and use Go To Bookmark option.
18. Create a Table in word file and apply Auto Formatting

**MS EXCEL :**

19. Apply Auto formatting for the following Table and find total by using Auto Sum option.

<b>Roll No</b>	<b>Name</b>	<b>QT</b>	<b>FIT</b>	<b>IOM</b>
101	Radhika	50	90	80
102	Sarika	60	80	60
103	Geethika	50	70	75
104	Bhoomika	80	60	80
105	Karthika	84	57	84

20. The following are the marks obtained by the students of B.Com in three subjects:

Roll No	Name	QT	FIT	Accounts
1011	Pravalika	50	90	80
1012	Aryaman	40	80	60
1013	Akrosh	38	70	75
1014	Prajaktha	80	60	68
1015	Trisha	84	57	84

Using Conditional Formatting list out students who scored  
a) Less than 50 in QT b) More than 65 in FIT c) Between 60 and 80 in Accounts.

21. From the table given below, reduce the total expenditure to Rs.16000 by reducing Sales department's expenditure by applying Goal seek.

Department	Expenditure Rs.
Production	4000
Sales	6000
Marketing	3000
Finance	5000
Total Expenditure	18000

22. Principal Amount : 2, 00,000  
Rate of interest : 5%  
Time period : 10 years  
Amount to be paid : ?

From the above, calculate the amount payable per annum and also show the effect on amount by changing: a) Rate of Interest to 3% and 8%; b) Time period to 5 Years and 3 Years.

Employee Name	Department	Salary Rs.
A	Sales	3000
B	Accounts	4000
C	Marketing	5000
D	Sales	6000
E	Accounts	4000
F	Marketing	8000

Obtain Department-wise Subtotals

24. Employee Name	Department	Salary Rs.
A	Sales	3000
B	Accounts	4000
C	Marketing	5000
D	Sales	6000
E	Accounts	4000
F	Marketing	8000

Prepare Pivot Table.

25. The following are the marks obtained by the students in three different subjects.  
Draw a Pie Diagram & Bar Diagram with titles :

Roll No	Name	QT	FIT	IOM
101	Radhika	50	90	80
102	Sarika	60	80	60
103	Geethika	50	70	75
104	Bhoomika	80	60	80
105	Karthika	84	57	84

**INTERNET :**

26. Select two electronics items by e-shopping.
27. Open an email account in your name as Rohit in gmail/yahoomail/hotmail.
28. Create an electronic greeting card with personal remarks and pictures.
29. Write a congratulating letter to your friend on his promotion using emotions.
30. Download research articles on "Information technology Applications" and save as doc. Files.

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