MS- Excel

1. Family Savings

Aim: To create a family savings report from 2013 to 2016 and find the sum of yearly saving amount.

Procedure:

Step1: Open **MS Office-MS Excel** – **File** – **New**

Step2: Select 3 column and 3 rows at the center of the beginning- **right click-Format cells** - click select the **alignment tab**- tick **Merge cells** option- **ok**- Type the Heading.

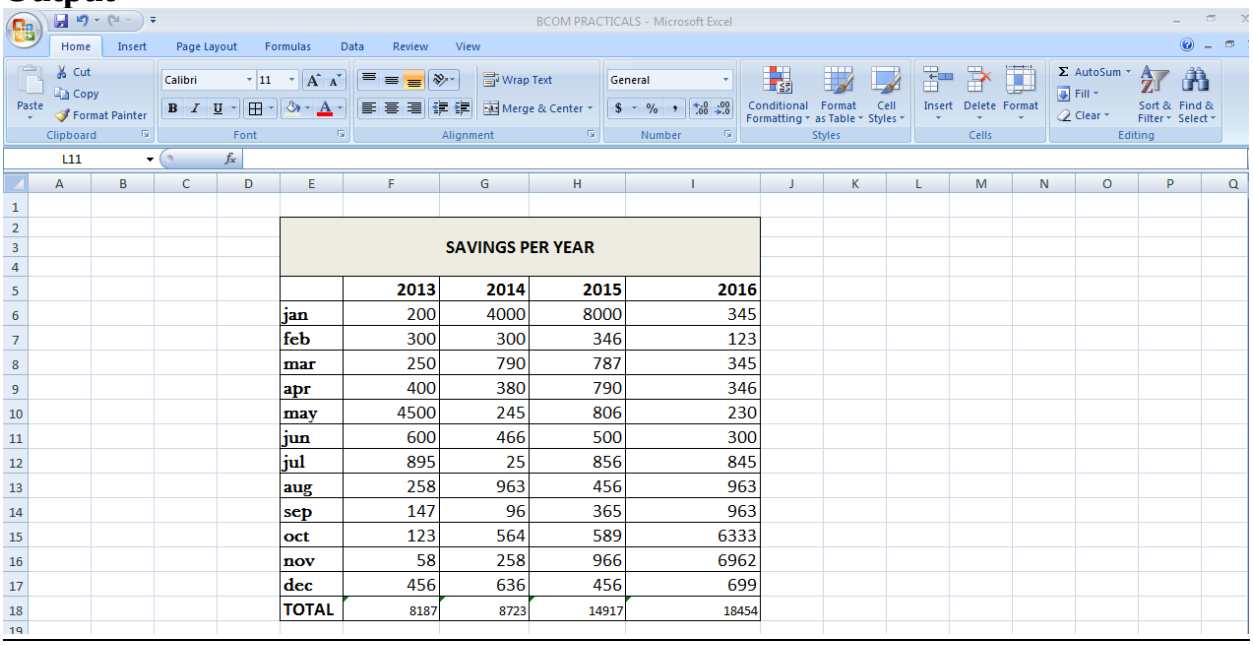
Step3: Enter the 4 column Heading and 13 row heading by clicking the cursor on to the particular cell.

Step4: Enter the data for the 4 columns.

Step5: Select the first column whole data, except the heading and click Σ **(auto sum)** in the **standard tool bar**- this will add the column's data and places **the** result at the end.

Step6: Repeat the same for remaining 3 columns.

Output



SAVINGS PER YEAR				
	2013	2014	2015	2016
jan	200	4000	8000	345
feb	300	300	346	123
mar	250	790	787	345
apr	400	380	790	346
may	4500	245	806	230
jun	600	466	500	300
jul	895	25	856	845
aug	258	963	456	963
sep	147	96	365	963
oct	123	564	589	6333
nov	58	258	966	6962
dec	456	636	456	699
TOTAL	8187	8723	14917	18454

2. Employee salary

Aim: TO CREATE A REPORT CONTAINING THE PAY DETAILS OF THE EMPLOYEE:

To calculate the respective values.

DA (60% of BASIC) =D5*0.6

HRA (7.5% of BASIC) =D5*0.075

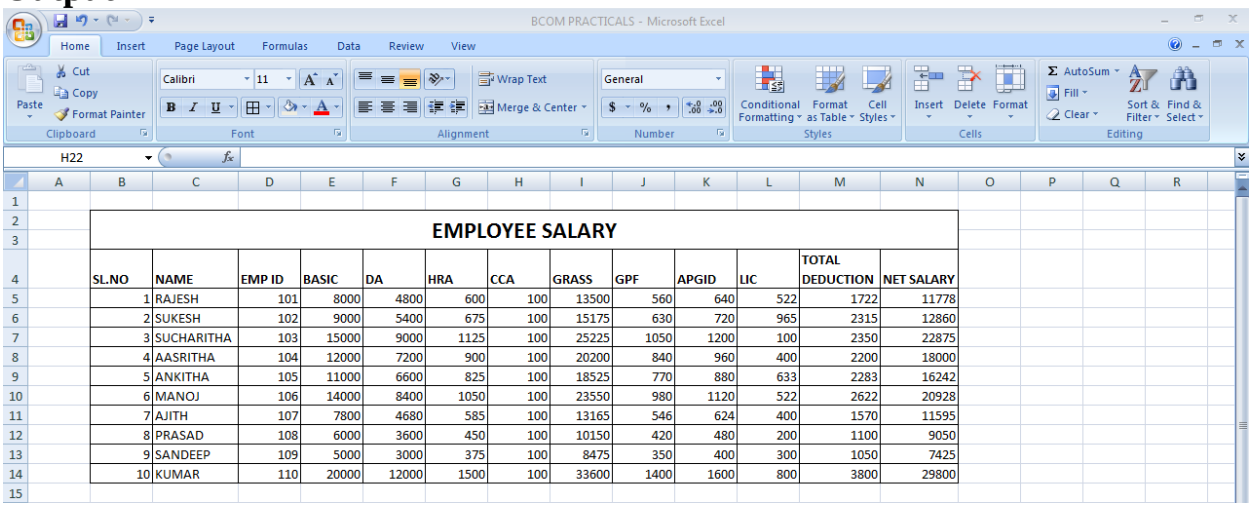
Gross =SUM (D5:G5) or D5+E5+F5+G5

GPF (7% of BASIC) =D5*0.07

APGID (8% of BASIC) =D5*0.08

STEP1: Open **MS Office-MS Excel** – **File** – **New**
STEP2: Select few column and few rows at the center of the beginning- **right Click- Format cells** - click select the **alignment tab**- tick **Merge cells** option- **ok**- Type the Heading.
STEP3: Enter the column Headings. Enter the data of following columns manually Sl No, Name, Employee Id, Basic, CCA (100 for the entire employee CITY COMPENSATORY ALLOWANCE) and LIC.
STEP4: Enter the following formula to calculate the respective values.
DA (60% of BASIC) =D5*0.6
HRA (7.5% of BASIC) =D5*0.075
Gross =SUM (D5:G5) or D5+E5+F5+G5
GPF (7% of BASIC) =D5*0.07
APGID (8% of BASIC) =D5*0.08 Andhra Pradesh Government insurance department
Tot Deduction =SUM (I5:K5) or I5+J5+K5
Net Salary =H5-L5
STEP5: After Writing each formula select the cell and drag to the entire column to apply.

Output



EMPLOYEE SALARY

SL.NO	NAME	EMP ID	BASIC	DA	HRA	CCA	GRASS	GPF	APGID	LIC	TOTAL DEDUCTION	NET SALARY
1	RAJESH	101	8000	4800	600	100	13500	560	640	522	1722	11778
2	SUKESH	102	9000	5400	675	100	15175	630	720	965	2315	12860
3	SUCHARITHA	103	15000	9000	1125	100	25225	1050	1200	100	2350	22875
4	AASRITHA	104	12000	7200	900	100	20200	840	960	400	2200	18000
5	ANKITHA	105	11000	6600	825	100	18525	770	880	633	2283	16242
6	MANOJ	106	14000	8400	1050	100	23550	980	1120	522	2622	20928
7	AJITH	107	7800	4680	585	100	13165	546	624	400	1570	11595
8	PRASAD	108	6000	3600	450	100	10150	420	480	200	1100	9050
9	SANDEEP	109	5000	3000	375	100	8475	350	400	300	1050	7425
10	KUMAR	110	20000	12000	1500	100	33600	1400	1600	800	3800	29800

3. Creating charts

Aim: use the following data. Create column chart, 3d – column chart and pie chart.

YEAR	PRODUCT-1	PRODUCT-2	PRODUCT-3	PRODUCT-4
2013	1000	800	900	1000
2014	800	80	500	900
2015	1200	190	400	800
2016	400	200	300	1000
2017	1800	400	400	1200

Procedure:

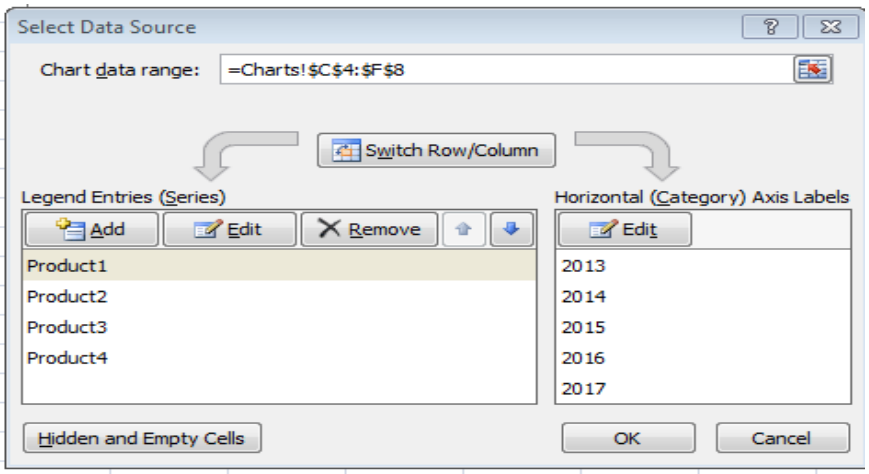
Creating column chart

Step1:- select the data from product table.

Step2:- on the insert tab click chart group, click 2-Dcolumn chart option, then the chart will displayed.

Step3:- select the chart. On the design tab in the data group click select data option then the select data source dialogue box will displayed.

Step 4:- in the data source dialogue box, add the legend entries and set the horizontal axis labels.



Step 5:- On the layout tab in the labels group add the chart title,Axis titles, legend, data labels, data tables.

Creating 3D chart

Step1:- select the data from product table.

Step2:- on the insert tab click chart group, click 3-Dcolumn chart option, then the chart will displayed.

Step3:- select the chart. On the design tab in the data group click select data option then the select data source dialogue box will displayed.

Step 4:- in the data source dialogue box, add the legend entries and set the horizontal axis labels.

Step 5:- On the layout tab in the labels group add the chart title,Axis titles, legend, data labels, data tables.

Creating pie chart

Step1:- select the data from product table.

Step2:- on the insert tab click chart group, click pie chart option, then the chart will displayed.

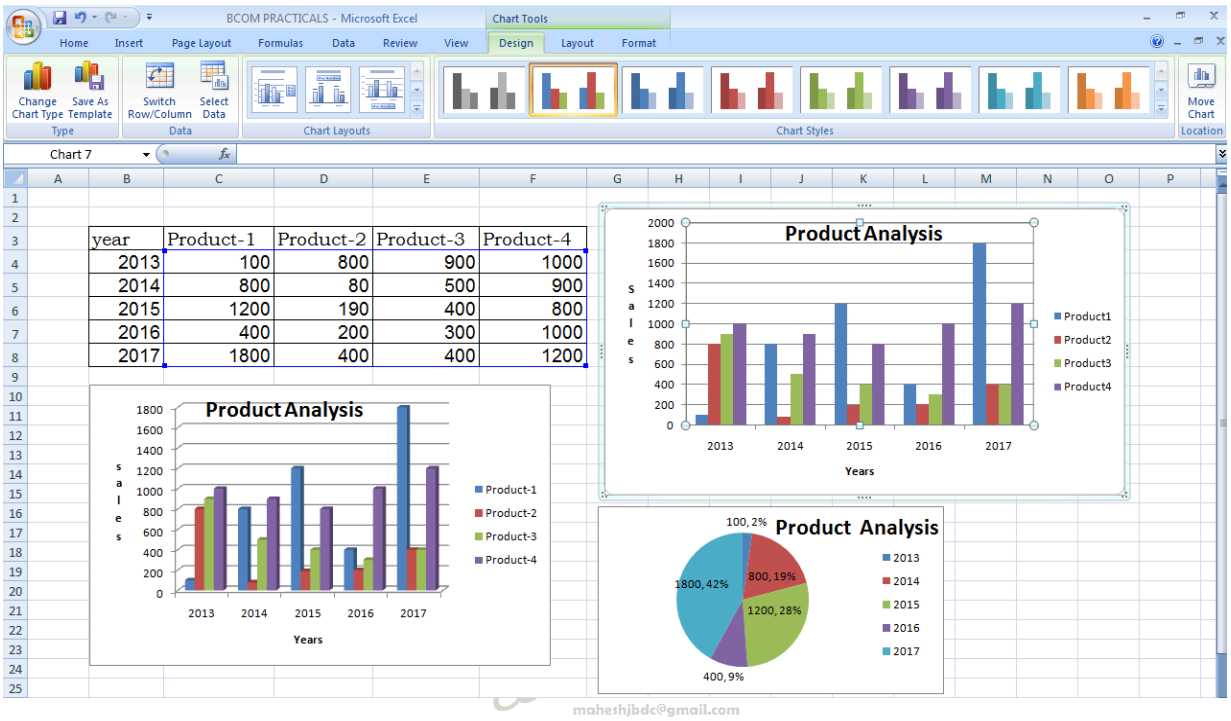
Step3:- select the chart. On the design tab in the data group click select data option then the select data source dialogue box will displayed.

Step 4:- in the data source dialogue box, add the legend entries and set the horizontal axis labels.

Step 5:- On the layout tab in the labels group add the chart title , legend, data labels, data tables.

Step 7:- Exit from excel.

Output



year	Product-1	Product-2	Product-3	Product-4
2013	100	800	900	1000
2014	800	80	500	900
2015	1200	190	400	800
2016	400	200	300	1000
2017	1800	400	400	1200

4. Student Examination Results

Aim: - To create a suitable examination database and find the sum of the marks (total) of each student and respective class secured by the student rules.
Pass if marks in each subject >=35
Distinction if average >=75
First class if average >=60 but < 75
Second class if average >=50 but <60
Third class if average >=35 but <50
Fail if marks in any subject is <35
Display average marks of the class, subject wise and pass percentage.

Procedure

Step1:- click start menu → select programs→ select Microsoft office 2007→ and then click on Microsoft office excel 2007.

Step2:- Then new defaults excel work book will appear.

Step 3:- type the column headings (labels) and proper data in the following format.

	A	B	C	D	E	F	G	H	I	J	K
1	S.name	M1	M2	M3	M4	M5	M6	Total	Average	Result	Class
2	Madhu	89	96	85	74	96	89				
3	Aasrita	96	63	96	85	78	96				
4	Ankita	89	78	85	84	96	78				
5	Raviteja	89	85	78	96	85	84				
6	Rasool	96	85	95	85	74	96				

Step 4:- find the total, for total we use the following formula

=b2+c2+d2+e2+f2+g2 and then press enter key. (Or)

=sum(b2:g2)

Step 5: Find the average, For finding the average we are using the following formula.

=average(b2:g2)

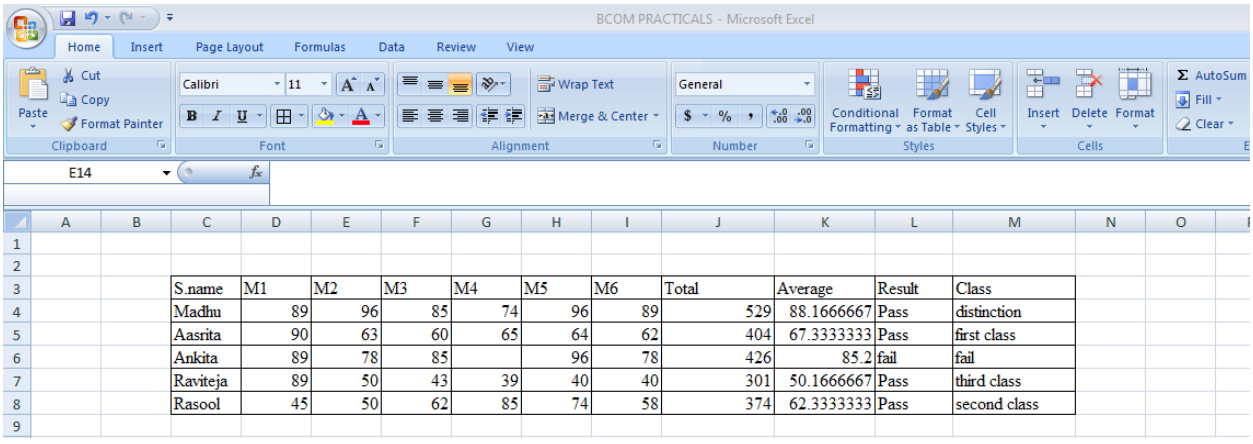
Step 6:- find the result, for finding the result we use following formula.

=if(or(b2<35,c2<35,d2<35,e2<35,f2<35,g2<35), “Fail”, “pass”))

Step 7:- find the class, we want to find the class we are using the following formula.

=IF(OR(b2<35,C2<35,D2<35,E2<35,f2<35,g2<35),"fail",IF(G2>=75,"distinction",IF(AND(G2>=60,G2<75),"first class ",IF(AND(G2>=50,G2<60),"second class ",IF(AND(G2>=35,G2<50),"third class "))))))

Output



S.name	M1	M2	M3	M4	M5	M6	Total	Average	Result	Class
Madhu	89	96	85	74	96	89	529	88.1666667	Pass	distinction
Aasrita	90	63	60	65	64	62	404	67.3333333	Pass	first class
Ankita	89	78	85		96	78	426	85.2	fail	fail
Raviteja	89	50	43	39	40	40	301	50.1666667	Pass	third class
Rasool	45	50	62	85	74	58	374	62.3333333	Pass	second class

5. Sub Totals

Aim: To create sub totals for the following company data.

Dell Company maintains different branches in different regions. Company mainly sold the items like systems, keyboards and mouse. Find the each region sales amount. And total sales by using subtotals.

Procedure:

Step1:- click start menu → select programs→ select Microsoft office 2007→ and then click on Microsoft office excel 2007.

Step2:- Then new defaults excel work book will appear.

Step 3:- enter the data in the following format.

Product	store	Region	Month	Amount
SYSTEM	ASSAM	East	MAR	987
keyboard	Arunachalpradesh	East	JAN	357
keyboard	tamilnadu	South	JAN	123
Mouse	karnataka	South	MAR	321
SYSTEM	Andhrapradesh	south	MAR	753
keyboard	Gujarath	west	FEB	456
keyboard	Gova	West	APR	654
keyboard	Himachapradesh	West	JAN	789
BOOK	Punjab	West	FEB	159

Step4: Select any cell with information in it.
Step5: Click the **Subtotal** command from the outline group in the **Data** tab.
Step6: The information in your spreadsheet is automatically selected, and the Subtotal dialog box appears.
Step7: Decide how you want things grouped. In this example, we will organize by **Region**.
Step8: Select a **function**. In this example, we will leave the SUM function selected.
Step9: Select the column where you want the Subtotal to appear. In this example, Amount is selected by default.
Step10: Click **OK**. The selected cells are organized into **groups with subtotals**.

6.Transport Reservation

Aim: To create Transport Reservation sheet with the following descriptions.

Passenger Name: Not to exceed 20 characters with a display of message if it exceeds. Use the interactive display request. “Please enter Name”. (Use data validation).

Gender: Male/ Female to select one. Use the interactive display request “Select Gender please”.

Seat: Number >=10and <=100 with display message if out of range. Use the interactive display request "Enter seat Number".

Class: First, Second and third to select as required. Use the interactive display request "please select class".

Amount: If the class is first the amount is Rs. 500, if the class is second, Rs. 400 and if the class is third Rs, 300.

Procedure:

Step1:- Click start menu → select programs→ select Microsoft office 2007→ and then click on Microsoft office excel 2007.

Step2:- Then new defaults excel work book will appear.

Step 3: Click on 'Passenger name label' then click data→ select validation in the data tools group, data validation dialog box will appear.

Step 4: Set the following properties and click ok button.

Tab	Field	Setting
Settings	Allow Data Minimum Maximum	Text Length Between 1 20
Input Message	Title Input Message	Input Please Enter Name
Error	Title Error Message	Error Invalid Name should be <=20

Step 6: Click on Gender Label Select Data → Validation, Data validation dialog box will appear.

Step 7: Set the following properties and click Ok button.

Tab	Field	Setting
Settings	Allow	List

	Source	Male, Female
Input Message	Title Input message	Input Select gender please
Error	Title Error message	Error Invalid Gender

Step 8: Click on Seat Number Label Data→ Validation, then data validation dialog box will appear.

Step 9: Set the following properties and click.

Tab	Field	Setting
Settings	Allow Data Minimum Maximum	Whole Numbers Between 1 100
Input Message	Title Input message	Input Enter Seat Number
Error	Title Error message	Error Invalid, Seat Number between 1 and 100

Step 10: Click on class label and Data → Validation, Then Data validation dialog will appear.

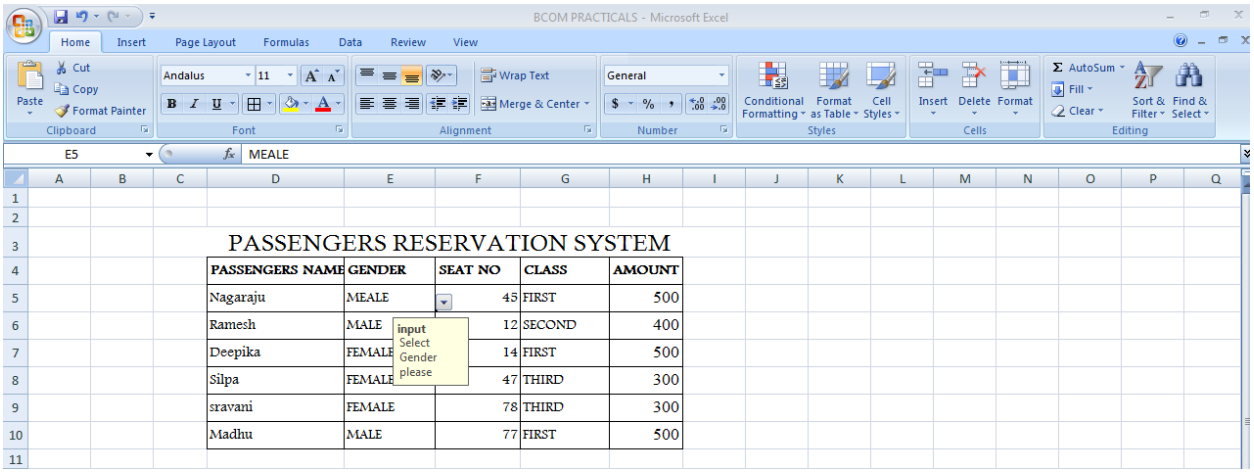
Step 11: Set the following properties and click Ok Button.

Tab	Field	Setting
Settings	Allow Source	List First, Second, Third
Input Message	Title Input message	Input Please select class
Error	Title Error message	Error Invalid Class

Step 12: click on Amount label and type the given formula.

=IF(D2="FIRST",500,IF(D2="SECOND",400,IF(D2="THIRd",300)))

Step 13: Save the work book as Reservation and quit from excel.



7.Travel Plan

Aim: To prepare a travel plan report and find the estimated budget, if the budget is given specified range travel plan is OK otherwise display over budget. Also find average, maximum and minimum cost.

Procedure:

Step1: enter the required labels and data.

Destination	Accomodation	Meals	Ticket	Total cost	Decision
Delhi	2000	500	1500		
Chennai	1000	400	1000		
Hyderabad	700	400	800		
Bangalore	1200	500	900		
Kolkata	1500	800	2000		
Average					
Highest					
Lowest					
Budget	4000				

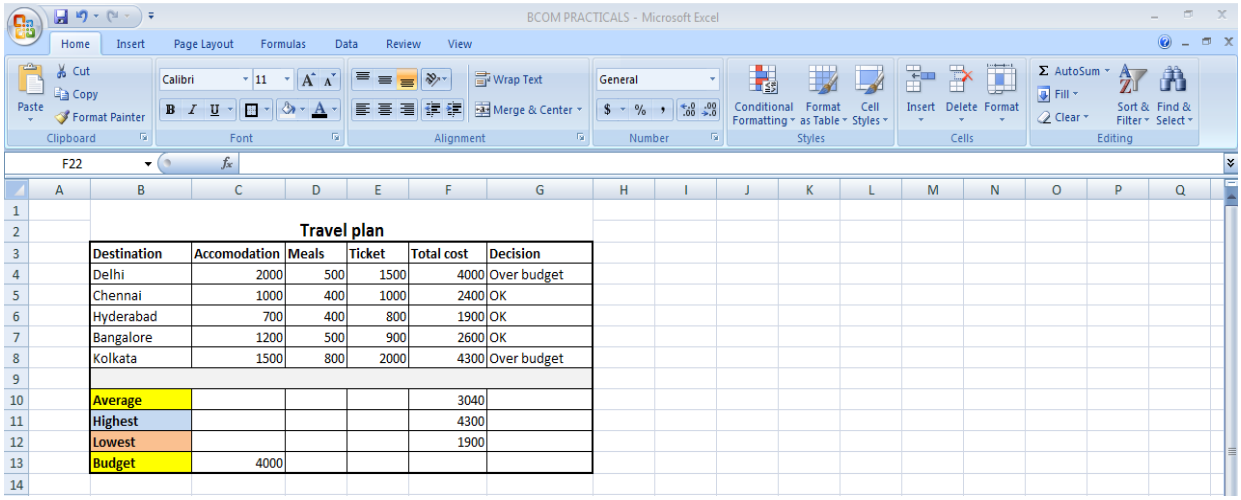
Step2: find the total cost by using “sum” function. (=sum(range) . also apply the function reaming cells use relative reference.

Step3: find the decision by using if function (=IF(F4<C15,"OK", "Over budget")), also apply the formula remaining cells use absolute reference.

Step4: Find the average, Maximum and minimum cost use the functions.

Step5: Save the excel sheet.

Output:



BCOM PRACTICALS - Microsoft Excel

Travel plan

Destination	Accomodation	Meals	Ticket	Total cost	Decision
Delhi	2000	500	1500	4000	Over budget
Chennai	1000	400	1000	2400	OK
Hyderabad	700	400	800	1900	OK
Bangalore	1200	500	900	2600	OK
Kolkata	1500	800	2000	4300	Over budget
Average				3040	
Highest				4300	
Lowest				1900	
Budget	4000				

MS-ACCESS

8.Student Database

Aim: - To CREATE A DATABASE USING MS-ACCESS WITH AT LEAST 5 RECORDS:

TABLE1 STRUCTURE:

REGISTER NUMBER NAME DOB GENDER CLASS

TABLE2 STRUCTURE

REGISTER NUMBER M1 M2 M3 M4 M5 TOTAL

MAINTAIN THE RELATIONSHIP BETWEEN TWO TABLES WITH REGISTER NUMBER AS A PRIMARY KEY AND ANSWER THE FOLLOWING QUERIES:

REGISTER NUMBER NAME GENDER TOTALMARKS

Procedure:

Step 1:-

Step1: Click on start button
Step2: click on MS Office 2007
Step3: Select MS Access 2007
Step4: In the displayed window click template category in the list and click the template we want to use like featuring, local templates, business, personal, sample, education etc. Then click create or click blank database option.

4.1: Templates category → Featuring → Blank database

Step5: Now select the path where we want to store database
Step6: Finally click create button in the right corner of the window

Step7: Click create table→tables group→table design

Step8: In the displayed window type the field name and data type(**Type Table1 structure:**)

Step9:- click Save button or press Ctrl +S , enter file name called "students". Then close the students table.

Step10: Click create table→tables group→table design

Step11: In the displayed window type the field name and data type(**Type Table2 structure:**)

Step12:- click Save button or press Ctrl +S , enter file name called "Marks". Then close the students table.

Step13:- double click students table object enter 5 records. Close the window

Step 14:- double click on Marks table object enter 5 records close the window.

Step 15:- select queries from objects pane, double click create query in Design view,

Step 16:- select Students click Add, select Marks click add buttons.

Step17:- select the fields Reg No, Name, Gender, and Total. (For finding total here we are using this formula ,**Total:[M1]+[M2]+[M3]+[M4]+[M5]**)

Step 18:- save the window file name called "student details1".

Step 19:- double click on "student details1" in the queries field display the require column names.

Step20:- close the Access window.

9. Student Database1

Aim: - To create a database using ms-access with at least 5 records:
Table1 structure: students
Register number name dob gender class
Table2 structure: marks
Register number m1 m2 m3 m4 m5 total
Maintain the relationship between above two tables with reg no as primary key and answer the following queries
Reports must have following columns
Report1 with reg no, name, marks of all subjects and total
Report2 with reg no, total, percentage.

PROCEDURE:

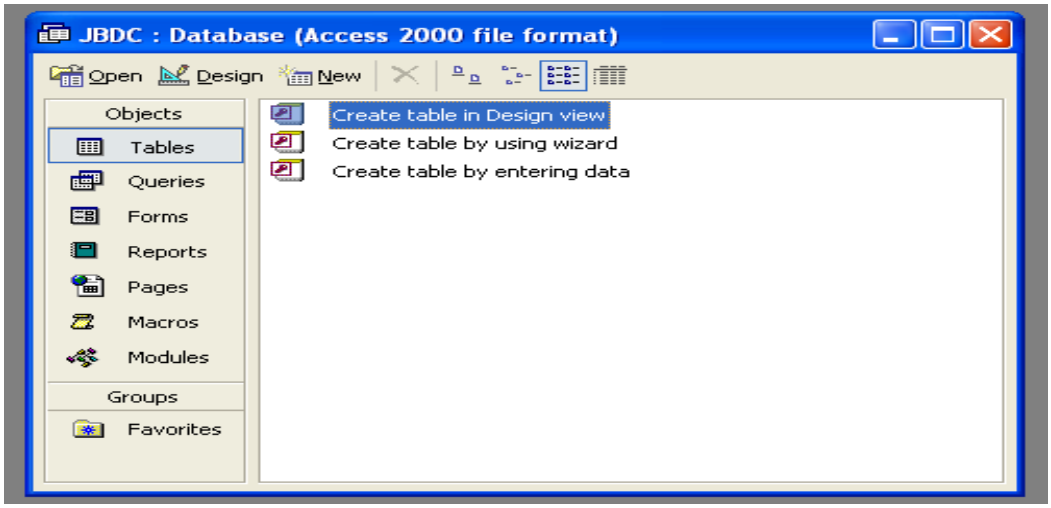
Step 1:- click start button on the task bar.

Step 2:- click on programs

Step 3:-click on the MS _Office option.

Step 4:- click the Microsoft Access option. Then MS – Access window will appear.

Step 5:- select **blank database** from the Task pane and click new database file.



Step 6:- When the **File New Database** window appears, create a new folder.

Step 7:-Type SCDC at file name field click create button. Database window will appear.

Step 8:- select the table from the objects pane, double click **create Table in Design View**, Type

Table1 structure:

Step9:- click save button or press Ctrl +S, enter file name called "students". Then close the students table.

Step10:- select the table from the objects pane, double click '**create Table in Design View'**, Type **Table2 structure:**

Step9:- click save button or press Ctrl +S, enter file name called "Marks". Then close the Marks table.

Step11:- double click students table object enter 5 records. Close the window

Step 12:- double click on Marks table object enter 5 records close the window

Step 13:- select queries from objects pane, double click create query in Design view,

Step 14:- select Students click Add, select Marks click add buttons.

Step15:- select the fields Reg No, Name, Gender, and Total. (For finding total and average `here we are using this formula ,**Total:[M1]+[M2]+[M3]+[M4]+[M5]**), (**Average: [Total]/5)**

Step 16:- save the window file name called "student details1".

Step17:- select Reports from database pane, double click create report by using wizard, report wizard will appear.

Step18: - select query: student details1 from Table /query field, click >> button to select all fields, click Next button 5 Time and click Finish Button.

Step19:- double click the student's details report1 to view the report.

Step20:-Double click the student's details report2 to view the report

Step21:-press Alt+F4 top close the MS – ACCSS.

10. Employee Database

AIM: - TO CREATE A DATABASE USING MS- ACCESS WITH AT LEAST 5 RECORDS

TABLE1 STRUCTURE:

EMP-CODE EMP-NAME AGE GENDER DOB

TABLE2 STRUCTURE:

EMP-CODE BASIC – PAY

MAINTAIN THE RELATIONSHIP BETWEEN TWO TABLES WITH EMP-CODE AS A PRIMARY KEY GENERATES THE FOLLOWING REPORTS.

REPORT1:

EMP-CODE EMP-NAME BASIC-PAY DA HRA GROSS-SAL

REPORT2:

EMP-CODE EMP-NAME AGE GENDER GROSS-SALARY

Procedure:

Step 1:- click start button on the task bar.

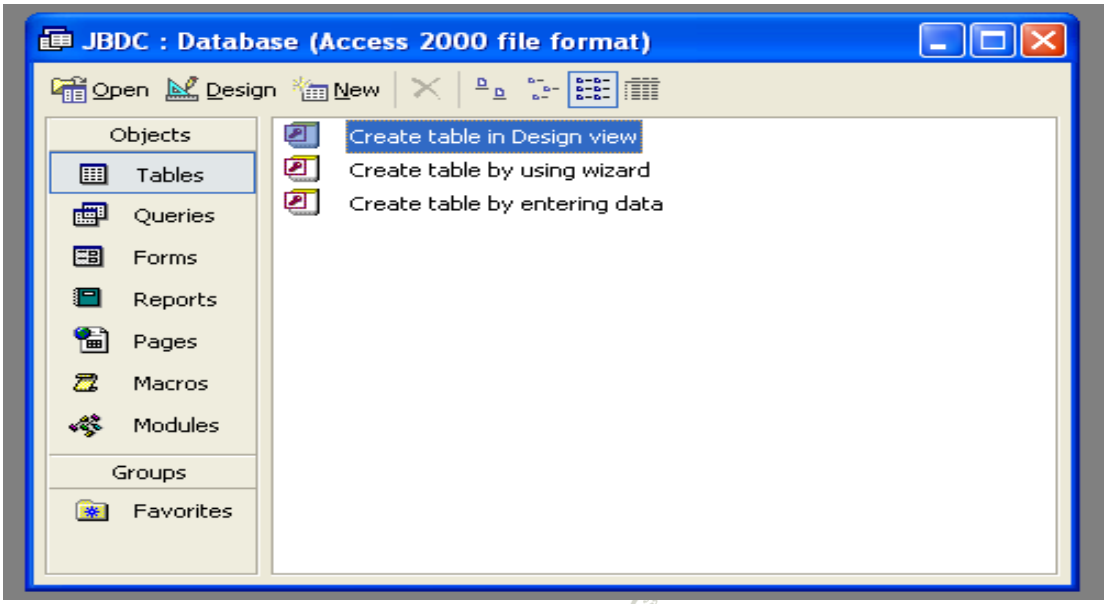
Step 2:- click on programs

Step 3:-click on the MS _Office option.

Step 4:- click the Microsoft Access option. Then MS – Access window will appear.

Step 5:- select **blank database** from the Task pane and click new database file.

Step 6:- When the **File New Database** window appears, create a new folder.



Step 7:-Type SCDC at file name field click create button. Database window will appear.

Step 8:- select the table from the objects pane, double click **create Table in Design View**, Type **Table1 structure:**

Step9:- click save button or press Ctrl +S, enter file name called "**Emp1**". Then close the students table.

Step10:- select the table from the objects pane, double click '**create Table in Design View'**, Type **Table2 structure:**

Step9:- click Save button or press Ctrl +S , enter file name called "**Emp2**". Then close the Marks table.

Step11:- double click "**Emp1**" table object enter 5 records. Close the window

Step 12:- double click on "**Emp2**" table object enter 5 records close the window.

Step 13:- select queries from objects pane, double click create query in Design view,

Step 14:- select **Emp1**click Add, select **Emp2** click add buttons.

Step15:- select fields EM_CODE, EMP_NAME, BASIC_PAY and type.

DA:BASIC_PAY*10/100

HRA: BASIC_PAY*20/100

GROSS_PAY:BASIC_PAY+HRA+DA

Step16:- save the dialog box file name called" employee details report 1" .

Step17:- In the query wizard select Fields EMP_CODE, EMP_NAME,AGE, GENDER, GROSS-SALARY.

Step18:- save the dialog box file name called "employee details report2"

Step19:- select reports from data base pane, double click create report by using wizard, report wizard will appear.

Step20:- select query: employee details report1 from table/query field, click >> button select all fields, click next button 5 times and click Finish button.

Step 21:- double click on the employee details report1 to view the report.

Step22: double click on the employee details report2 to view report.

Press Alt+F4 to close the MS-ACCESS.