

**FACULTY OF MANAGEMENT
OSMANIA UNIVERSITY
Practical Question Bank
B.B.A(Business Analytics)
I-Semester w.e.f 2021**

SUBJECT: Introduction to Information Technology

Total Marks: 35 Marks

**Record: 10 Marks
Practicals: 20 Marks
Viva: 5 Marks**

RECORD WORK:

1. INPUT:

- Students must write the Procedure /steps for the given question/problem

2. PROCESS:

- Students must write Steps/Navigation to execute

3. OUTPUT:

- Students must show the Result/Output

MS-WORD

1. A Document to write in various List form describing about basic of Computers like features, advantage and disadvantage
2. Create a word document to generate the following
 - a. $N_2 + H_3 = N_2H_3$
 - b. $(X_1 + X_2)^2 = X_1^2 + 2X_1X_2 + X_2^2$
3. Create your college time table in MS-Word for 7 subjects for 6 days with 50 minutes duration, lunch break 30 minutes and each subject should have minimum 5 periods in a week.
4. Create a newspaper in MS-Word with 3 columns. Insert the page no. as Header and P.T.O as footer.
5. Create a document with not more than 150 words consisting of 10 spelling mistakes and grammar mistakes. Then correct them using spell check and grammar check. Must have a watermark.
6. Create a table using MS-Word with the fields Employee Name, Basic Pay, HRA, DA, PF, Gross Salary and Net Salary. HRA is 20% of basic. DA is 10% of basic. PF is 12% of basic. Find out the Gross Salary and Net Salary.
7. Create an interview call letter as the main document and create 5 records for 5 persons using MS-Word. Use Mail Merge to create letters for 3 persons.

8. Create a document describing Telangana State. Tables, List and images must be inserted at appropriate position.
9. Create a document on Indian sports, must have 3 footnotes, 2 hyperlinks and 2 bookmarks
10. Create a document on college containing the following
 - a. List of numbering contains courses offered by college
 - b. List of bullets writing about the infrastructure of the college

MS-EXCEL

11. Create the marks report in Excel for 5 students with 5 subjects and total, average and result.
12. Enter the Student details with the following columns: Sno, Sname, Subjects marks in first semester.
 - a) Calculate the Total Marks, Average.
 - b) Find the maximum and minimum of marks in Total Marks column.
 - c) Count the number of students whose Average score is >70.Prepare the Trading Account and Profit & Loss account of a company by taking at least 5 items on credit and debit side. Find out gross profit & net profit.
13. An annuity that pays periodic payments of Rs 1,00,000 with a 5.5% annual interest rate. This annuity makes payments on a monthly basis and will do so for 5 years. Use PV function to calculate.
14. Following are the scores of 10 students in an exam: 44, 56, 89, 94, 43, 32, 11, 55, 99, 44.
Use function to calculate Mean, Median and Mode.
15. Consider the following Sales data with columns:
 - a) Date, Salesman Name, Region (North/South/East/West), Sales in Rs.
 - b) Generate a pivot table to calculate the Total Sales Regionwise. Also calculate the average sales made region wise

16. Prepare the following table:

Name	Department	Sales
Sakshi	Accounts	5000
Dhruvasandhi	Sales	6500
Vipin	Marketing	7500
Alekya	Sales	7000
Venukumar	Accounts	6500
Feroz	Marketing	9000
Sandeep	Accounts	7500
Sakshi	Sales	3500
Vipin	Accounts	2500

- Obtain Department-wise Subtotals.
- Prepare Pivot Table.

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

Roll	Name	Accounts	IT	Economics
1001	Sakshi	65	85	75
1004	Dhruvasandhi	88	75	60
1002	Vipin	67	84	35
1009	Alekya	42	85	74
1007	Venukumar	88	89	90

Sort the above table on Roll no.

Using Conditional Formatting list out students who scored

- Less than 55 in Accounts
- More than 75 in IT
- Between 60 and 75 in Economics

18. Create an Excel worksheet with the following format:

Employees	Salary
A	50000
B	25000
C	30000
D	40000

- Find average salary of the employees.
- Find Maximum and minimum salaries.
- Create a new column beside salary and increment the salary by 10K for Employee above or equal 40000 and increment by 25% for below 40000 salary

19. Create a Worksheet in the following format:

Sl.No	Month	Total Sales

Then prepare BAR chart on Month and Sales

20. Create Pie-graph for the following data:

Year	2000	2001	2002	2003	2004
Sales	10000	15000	25000	30000	40000

MS-POWERPOINT

Every presentation must have Slide design, Slide Transitions and Slide Animations

21. Create a PowerPoint presentation describing Clean and Green city. Layouts must be used: Two Content, picture with caption
22. Create a Presentation about your college day celebrations. Must have Picture with caption. Table with Caption. Two slides must be Hidden
23. Describing Traffic rules make a presentation. Charts must be used in one slide. One slide must have **comparison layout** to state the Do's and Don'ts
24. Create a presentation with 10 slides. Edit master slide to display your symbol number at the top right corner of every slide. Write "Computer Operator" as notes for the second slide. Apply to all the slides.
25. Create a PowerPoint using Organizational Chart Slide. Smart Art **Process** and **Hierarchy** must be used
26. Create a PowerPoint describing sports day in your college. Smart Art **List** and **Matrix** must be used

27.

28. Create a presentation describing Mathematics Day celebrations in your college. Various Mathematical Equations must be given in slides

MS-ACCESS

29. Create an Employee Table with the following fields. (Empno, Empname, Sal, Designation, Address, PhoneNo)

30. Create a student table in MS-Access with the following fields for 5 records. (RollNo, StudentName, Marks1, Marks2, Marks3, Total, Average, Result).

31. Create a Form for Inventory Table (ProductId, ProductName, Product Qty, ProductPrice).

32. Create a Teacher Table with the following (Name, DepartmentNo, DepartmentName, Location, Salary). Generate a Report for the above table.

33. Create an Employee table (Empno, Empname, BasicSal, DA, HRA, PF, GrossPay, NetPay).
Calculate DA@20%, HRA@15%, PF @12%

34. Create a database named "College.mdb" under that create table

Fieldname	Datatype	Description
<u>Rno</u>	Text	Primary Key
Name	Text	
DOB	Date/time	
Gender	Text	M / F
Course	Text	

"student" (given below) and perform the following tasks:

- a) Insert 10 records
- b) Prepare a query to display all the fields.
- c) Prepare a query to display only Rno, Name fields
- d) Prepare a query to display all records in ascending order of the names.

35. Create a database named "Library.mdb" with table "Books" perform the following tasks:
- Insert at least 10 records
 - Prepare a query to display all records where the price of the book is more than 500
 - Prepare a form for the table then insert 5 records through the form
 - Generate a report consisting of the fields BookId, BookName, Author
36. Create a table with the following (Sno, Sname, Marks1, Marks2, Marks3) Calculate Total, Division and Generate Ranks.

INTERNET

37. Write down the steps to add two electronics items in shopping cart from any e-shopping website.
38. Write down the steps to book Online Flight Ticket to Bangaluru.
39. Download research articles on "Information technology Applications" and save as doc; then upload the document in your googledrive.
40. Using Search Engine, download pdf file on "Internet" and save it in your folder. Write the steps to download.
41. Open an email account in your name as Rohit in gmail / hotmail. Send e-mail to Venu by marking a blind copy to Sandeep.