



**PARVATHANENI BRAHMAYYA
SIDDHARTHA COLLEGE OF ARTS & SCIENCE**
Autonomous
Siddhartha Nagar, Vijayawada-520010
Re-accredited at 'A+' by the NAAC

23CAMAP121 : OFFICE AUTOMATION TOOLS LAB

Offered to : B. Com Honours (Computer Applications)
Year of Introduction: 2023 – 2024

Semester: II
Year of Offering: 2023 –

Course Type: Practical-Major

Hours : 30

Credits: 1

Course Objectives:

The objective of this course is to enable students to gain on hands practical experience in demonstrating various applications of office automation tools.

Course Outcomes:

| Course Outcome No | Upon successful completion of this course, the student will be able to | Program Educational objectives/ Outcome No |
|--------------------------|---|---|
| CO1 | Apply document formatting options for designing a visiting card | PO5 |
| CO2 | Demonstrate table commands using word processor | PO5 |
| CO3 | Implement various types of functions in spreadsheet | PO5 |
| CO4 | Demonstrating representing data in the form of charts using spreadsheets | PO5 |
| CO5 | Demonstrate creating a presentation using powerpoint. | PO5 |

| CO-PO MATRIX | | | | | | | | |
|----------------|-------|-----|-----|-----|-----|-----|-----|-----|
| | CO-PO | PO1 | PO2 | PO3 | PO4 | PO5 | PO6 | PO7 |
| 23CAMA P121 | CO1 | | | | | H | | |
| | CO2 | | | | | H | | |
| | CO3 | | | | | H | | |
| | CO4 | | | | | H | | |
| | CO5 | | | | | H | | |
| | | | | | | | | |

LIST OF EXPERIMENTS

1) Design a visiting card for Managing Director of a company as per the following specification.

- Size of visiting card is 32×2
- Name of the company with big font
- Phone number, Fax number and E-mail address with appropriate symbols.
- Office and Residence address separated by a line

2) Create a table with following columns and display the result in separate cells for the following

- Emp Name, Basic pay, DA, HRA, Total salary.
- Sort all the employees in ascending order with the name as the key
- Calculate the total salary of the employee
- Calculate the Grand total salary of the employee
- Finding highest salary and
- Find lowest salary

3) Prepare an advertisement to a company requiring software professional with the following

- Attractive page border
- Design the name of the company using WordArt
- Use at least one clipart.

- Give details of the company (use bullets etc)
- 0 Give details of the Vacancies in each category of employee's (Business manager, Software engineers, System administrators, Programmers, Data entry operators)
- qualification required.

4) Create a letter having following specifications

- Name of the company on the top of the page 2 with big font and good style
- Phone no, Fax no and E-mail address with symbols.
- Main products manufactured by the company
- Slogans if any should be specify in bold at the bottom

5) Create two pages of curriculum vitae of a graduate with the following specifications

- Table to show qualifications with proper headings
- Appropriate left and right margins
- Format 1/2 page using two-column approach about yourself
- Name on each page at the top right side
- Page no. in the footer on the right side.

6) Write a macro format documents below

- Linespacing "2" (double)
- Paragraph indent of 0.1
- Justification formatting style
- Arial font and Bold of 14pt-size

7) Create a letter as the main document and create 10 records for the 10 persons

User mail merge to create letter for selected persons among 10.

8) Create an electronic spread sheet in which you enter the following decimal numbers and convert the into octal, Hexa decimal and binary numbers and vice-versa.

Decimal Numbers: 35, 68, 95, 78, 165, 225, 355, 375, 465

Binary Numbers: 101, 1101, 11101, 11111, 10001, 11101111

9) Calculate the net pay of the employees following the conditions below.

| | A | B | C | D | E | F | G | H | I |
|---|---------------|-------------|----------|----------|----------|----------|-----------|----------|-----------|
| 1 | Employee name | Employee id | Basic | DA | HRA | GPF | Gross Pay | Income | Net Worth |

DA: -56% of the basic pay if Basic pay is greater than 20000 or else 44%.

HRA: -15% of the Basic pay subject to maximum of Rs. 4000.

GPF: -10% of the basic pay.

INCOME TAX: -10% of basic if Basic pay is greater than 20000.

Find who is getting highest salary & who is get lowest salary?

10) The ABC Company shows the sales of different product For5years.CreateBARGraph, 3D and Pie chart for the following.

| A | B | C | D | E | F |
|-------|------|------|------|------|------|
| S.No. | Year | Pro1 | Pro2 | Pro3 | Pro4 |
| 1 | 1989 | 1000 | 800 | 90 | 1000 |
| 2 | 1990 | 800 | 80 | 50 | 900 |
| 3 | 1991 | 1200 | 190 | 40 | 800 |
| 4 | 1992 | 400 | 200 | 30 | 1000 |
| 5 | 1993 | 1800 | 400 | 40 | 1200 |

11) Create a suitable examination data base and find the sum of the marks (total) of each student and respective, class secured by the student.

Pass: if marks in each subject ≥ 35

Distinction: if average ≥ 75

First class: if average ≥ 60 but < 75

Second class: if average ≥ 50 but less than 60

Third class: if average ≥ 35 but less than 50

Fail: if marks in any subject < 35

12) Enter the following data into the sheet.

| Name | Department | Salary |
|---------|-------------|--------|
| Anusha | Accounts | 12000 |
| Rani | Engineering | 24000 |
| Lakshmi | Accounts | 9000 |
| Purnima | Marketing | 20000 |
| Bindu | Accounts | 4500 |
| Tejaswi | Accounts | 11000 |
| Swetha | Engineering | 15000 |
| Saroja | Marketing | 45000 |
| Sunitha | Accounts | 5600 |

| | | |
|---------|-------------|-------|
| Sandhya | Engineering | 24000 |
| Harika | Marketing | 8000 |

- Extract records for department tin Accounts and Salary > 10000
- Sort the data by salary with the department using "sort commands".
- Calculate total salary for a ch department using Subtotals

13) Enter the following data in to the sheet..

| | Raju | Rani | Mark | Rosy | Ismail | Reshma |
|--------------|------|------|------|------|--------|--------|
| English | 76 | 89 | 43 | 51 | 76 | 87 |
| 2ndLang | 55 | 85 | 78 | 61 | 47 | 33 |
| Maths | 65 | 82 | 34 | 58 | 52 | 65 |
| Computers | 45 | 91 | 56 | 72 | 49 | 56 |
| Human Values | 51 | 84 | 54 | 64 | 32 | 64 |

Apply the conditional formatting for marks

- 35 below Red
- 35 to 50 Blue
- 51 to 70 Green
- 71 to 100 Yellow

14) Create a presentation using templates.

15) Create a Custom layout or Slide Master for professional presentation.

16) Create a presentation with slide transitions and animation effects.

17) Create a table in PPT and apply graphical representation.

**MODEL QUESTION PAPER FOR SEM END PRACTICAL EXAMINATION 2023-24
23CAMAP121 : OFFICE AUTOMATION TOOLS LAB**

Offered to: B. Com Honours (Computer Applications)

Semester: II

Max. Marks : 50 (CIA: 15 + SEE: 35)

Hrs/Week: 2

Model Paper : Practicals

Time: 3 Hrs

Max. Marks : 35

Section - A

1. Experiment 1
2. Experiment 2

15 M
10 M

Section – B

Viva Voce

10 M

CONTINUOUS ASSESMENT: (Internal)

15 M

Total

50Marks

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