

MARIS STELLA COLLEGE, VIJAYAWADA-8
(An autonomous college affiliated to Krishna University)

Department of Computer Science

B.Com (Computer Applications)

Practical : IV

Semester : IV

Title : Office Automation Tools

Paper Code: COMPC066

1. Create an electronic spreadsheet to convert
 - A. Decimal Numbers to Hexadecimal, octal, Binary.
 - B. Binary to Decimal, octal, Hexadecimal.
 - C. Hexadecimal to decimal, octal, Binary.

2. Create a column chart, pie chart and a bar chart for the following data.
Sales of different products of a cement company for 5 years.

Year	Product - 1	Product - 2	Product - 3	Product - 4
2004	1000	800	900	1000
2005	800	80	500	900
2006	1200	190	400	800
2007	400	200	300	1000
2008	1800	400	400	1200

3. Demonstrate Hyperlink.
4. Demonstrate on sorting.
5. Demonstrate on Data Entry form.
6. Create an electronic spreadsheet on Student marks report of 10 students consisting of 5 subject marks, total, average, maximum, minimum, result and grade.

7. Create a database using MS-ACCESS with at least 5 records
 - Table 1 structure :**
EMPLOYEE NUMBER, NAME, DOB, GENDER, DEPARTMENT
 - Table 2 structure :**
EMPLOYEE NUMBER, BASIC, HRA, DA, DEDUCTIONS,
GROSS SALARY.To show the **list of employees** with the following fields as **one query**.
EMPLOYEE NUMBER, NAME, GENDER & GROSS SALARY.
8. Maintain the relationship between above two tables with employee number as a primary key and generating the following reports:

Report - 1 :

EMPLOYEE NUMBER, NAME, BASIC, HRA, DA,
DEDUCTIONS

Report - 2 :

EMPLOYEE NUMBER, DEPARTMENT & GROSS SALARY.

Use forms to enter the data in to the tables.