

## Project Work Assignment

### Instructions:

1. All the questions are compulsory.
2. Convert all the files into one pdf.
3. Pdf name should be your College Roll No. along with the Section, for eg: 7109( Sec c)
4. Cover page of file should contain Paper Name: Computer Applications in Business, Prepared by: ( Your name, RollNo., Semester, Section).

### Question 1: MS- Word

Reproduce the following document

<b>Statement of Raw Material</b>							
<b>Item Code:</b> _____							
<b>Name of Item:</b> _____							
Date	Particulars	Receipts			Issues		
		Qty	Price	Total	Qty	Price	Total
Total							
		Balance c/d					

## **Question 2:Ms-Word**

**A computer institute has enrolled students in various classes.** Using the Mail Merge create the word document and use the following information to determine the fields needed for your data source and enter the records.

**Field Names :** Title (Ms. Mr.), FirstName, LastName, JobTitle, Company , Address, Class and Class\_Date

Use the template below to create the main document.

Date

«Title» «FirstName» «LastName»

«Job Title»

«Company»

«Address»

Dear «FirstName»

Thank you for enrolling in our class. All classes begin at 9 a.m. and end at 4 p.m. We look forward to seeing you in our «Class» on «ClassDate».

Sincerely,

XYZ

Save the merged document.

## **Question:3 Ms-Powerpoint**

Make 5 slides on Type of Network , making use of WordArt, image, footer with slide number, slide transition, animation in the image and a hyperlink in any of the slides.

#### **Question 4: MS Excel**

Prepare a spread sheet to classify 50 integers (varying between 500 to 600, *Generated at Random*) according to the following class intervals: (Fix them before grouping)

Class-Intervals			Frequency
500	-	520	
520	-	540	
540	-	560	
560	-	580	
580	-	above	
TOTAL			

#### **Required:**

Prepare a pie chart for the above frequency distribution.

Compute mean and standard deviation on the basis of discrete data

Find out sum of the integers which are more than 550

Find out Skewness of above 50 fixed integers.

Find out Kurtosis of above 50 fixed integers.

#### **Question 5: MS Excel**

Develop a spreadsheet to conduct the following regression analysis by utilizing the standard of regression techniques.

Stats	68	70	75	78	79	73	82	86	87	89
Maths	69	78	79	79	83	86	88	89	90	98

Find out the projected marks in Maths from the data given above using slope and Intercept

Find out the coefficient of correlation between stats and maths

What shall be projected marks in Maths if marks in stats are 94

**Question 6: MS Excel**

Given below are the particulars of a Plant and M/c purchased this year

COST of Plant & M/c            200,000.00  
SALVAGE Value                    5,000.00  
LIFE of Plant & M/c (1-40 years)    8  
MONTHS in the first (year 1-12)    6

You are required to prepare a generalized depreciation schedule in the given format

**DEPRICIATION SCHEDULE**

PERIOD	DB METHOD	SLN METHOD

**Question 7: MS Excel**

M/s Beta Ltd pays to its employees the salary on the basis of Category. The Gross salary of an employee consists of Basic Salary + Dearness Pay + DA +HRA + TA+CCA. The GPF and IT are the two Deductions. The components of salary are computed according to the following terms of contract of service:

Rules for payment of Basic Salary, TA, and CCA are as under:

Category	Basic Salary	TA	CCA
A	15000	500	100
B	30000	400	500
C	25000	300	400

Rules for payment of DP, DA, and HRA are as under:

DP 30% of Basic

DA 12% of (Basic +DP)

HRA 10% of (Basic +DP)

Rules for Deduction of GPF, and IT are as under:

GPF 12% of Gross

IT 4% of Gross

You are required to prepare a payroll statement in the given format making maximum use of cell referencing facility

Code	Name	Category	Basic	DP	DA	HRA	TA	CCA	Gross	IT	GPF
		Total Ded									Net

1

2

**Question 8: : MS Excel**

Prepare a generalized loan repayment schedule in the given format assuming a given amount of loan repayable in given number of years. The floating rate of interest is applicable and allowed to be change as and when desired in the life of the repayment period. The periodicity for payment of installments is generalized for Bi-Monthly, Half –Yearly, Monthly, Quarterly and yearly.

Principal Amount	100000		Bi-Monthly	6
Period of Repayment	10		Half-yearly	2
Periodicity	Monthly	12	Monthly	12
			Quarterly	4
			Yearly	1

**Loan Repayment Schedule for floating Rate of interest**

<b>Serial No. of installment</b>	<b>Opening</b>	<b>Interest</b>	<b>Installment</b>	<b>Closing</b>	<b>Interest Rate</b>

**Question 9: MS Excel**

A firm makes three types of furniture, desks, chairs and bookshelves. It has no difficulty in selling these items. However, limited availability of machine time, labour and floor space restrict production. Data on usage of resources, supplies and profits on items are given below:

	Desk	Chair	Bookshelf	Maximum Availability
Profit per unit	270	144	225	
Machine hrs/unit	8	4	5	1000 Hrs
Labour hrs/unit	5	3	3	650 Hrs
Floor space Sq. ft/unit	9	6	9	1260 sq. ft

Formulate the above as a liner programming problem.

### **Question 10: MS Excel**

The ABC Ltd is the process of selecting a capital project. The detail of 2 Capital project A and B identified by the company are provided below.

	<b>PROJECT A</b>	<b>PROJECT B</b>
RATE OF INTEREST	12.00%	12.00%
COST OF PROJECT	-500000	-550000
CASH INFLOWS (YEAR 1)	400000	20000
YEAR 2	60000	500000
YEAR 3	50000	60000
YEAR 4	70000	70000
YEAR 5	80000	80000

You are required to

1. Evaluate the above capital budgeting project & recommendation the project to be implemented so that the company earns maximum profit on the basis of:

IRR method

NPV method using 12% interest rate

2. Calculate the value of NPV of “Project A” at the rate of 10% to 15%.

3. Draw a suitable chart for NPV of “Project A” at the rate of 10% to 15%.

### **Question 11: MS Access**

Alpha Ltd. maintains a database of its employees as follows:

#### **Employee Info.**

<b>Field</b>	<b>Description</b>
ECode	Identification of employee (Primary Key)
EName	First Name of employee
EAddress	Address of the employees
EGender	M=Male, F=Female
EDate of Birth	Date of Birth of employees

### Salary Info.

Field	Description
ECode	Identity of employee (Foreign key)
Msal paid	Month of salary paid(from January to December)
Ysal paid	Year of salary paid (2006,2007,2008)
Basic	Basic Pay of the employee

### Leave Record

Field	Description
ECode	Identity of employee (Foreign key)
Date of leave	
No of days of leave	Max number of days permitted is 12

(Identity of Employee, year of salary paid and month of salary paid of Salary Info. together constitute the composite key for the Salary Info. Table while ECode and date of leave together constitute a composite key in leave record table)

### Required:

- Create database named “D followed by your university roll no”.
  - Set field properties appropriately and name the fields as per naming conventions
  - Establish and implement referential integrity between fields of tables
  - Incorporate a constraint to specify that the basic salary of an employee is between Rs.12000 to 30000 per month.
  - Create a query that retrieves Ecode, name of the employees, month of salary paid, year, basic, HRA (30% of basic pay), gross pay (Basic +Hra), IT deduction 15% of Gross and Net salary of those employees whose name starts from “a” or ends at “r”.
  - Design forms with a sub form using Emp\_Info and Salary\_Info table.
  - Prepare a salary report of the employees .The report contains Ecode, name, month of the salary paid, year of salary paid, basic, hra, gross, IT, and net salary.
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