

**SEMESTER – I**  
**Core - Computer Applications Practical – I**  
**M.S. OFFICE & ORACLE**

**Instructional Hrs: 90**

**Sub. Code: 16CMPCP01**

**Max Marks: CIA-40 ESE-60**

**Credits :3**

**Objective:**

To impart knowledge of working of Ms.Office and Oracle.

**M.S. OFFICE**

1. Type a document (like-Speech of a chairman in AGM, Budget speech of finance minister) and perform the following:

1. Right align and bold face
2. Center align and italics
3. Justify and change the font size
4. Also insert footnote and end note for the same.
5. Change a paragraph into two column paragraph
6. Insert page number at the bottom
7. Insert date, time and heading in the header section.

2. Using mail merge, send an invitation for opening a new branch.

3. Prepare a questionnaire for a research problem by using MS WORD – use word art, reference, borders and shading and insert a table relevant to your research problem.

4. Using EXCEL prepares a table for Students marks and performs the following functions (Total, Average, Percentage, conditional sum and show the results in chart).

5. Prepare an Excel sheet and apply the following statistical functions to analyze the data (Any one of the following)

- a) Mean, Median, Mode
- b) Standard Deviation
- c) Time Series

6. Prepare a Break Even Chart using chart wizard.

7. Prepare a PowerPoint presentation for Product Advertisement Requirements:

1. Using Hyperlink to all slides
2. Different animation effect for text and pictures
3. Fully automatic – timing – 2 minutes

8. Collect and create a database for maintaining the address of the policy holders of an insurance company with the following constraints:

1. Policy number should be the primary key
2. Name should not be empty.
3. Maintain at least 10 records.
4. Retrieve the addresses of female policyholders whose residence is at Coimbatore.

### SQL

1. Create table “student” with the following fields and insert the values.

Field Name	Field Type	Field Size
Student name	Character	15
Gender	Character	6
Roll no(Primary Key)	Character	10
Department	Character	15
Address	Varchar2	25
Percentage	Number	4 with 2 decimal places
Class	Character	8

### QUERIES:

- a. Calculate the average percentage of students.
- b. Display the unique department names.
- c. Display the details of the student who got the highest percentage.
- d. Display the details of the students whose percentage is between 50 and 70.
- e. Display the details of the students whose percentage is greater than the percentage of the roll no =12CAO1.

f. Display the details of the student who got the first class.

2. Create a table “Product” with following fields and insert the values:

<b>Field Name</b>	<b>Field Type</b>	<b>Field Size</b>
Product No(Primary Key)	Number	6
Product Name	Character	15
Manufacturing Date	Date	15
Selling Price	Number	6 with decimal places
Quantity	Number	6 with decimal places
Total Amount	Number	8 with decimal places

**QUERIES:**

- Display the number of months between two dates.
- Select the records whose quantity is greater than 10 and less than or equal to 20.
- Calculate the entire total amount by using sum operation.
- Calculate the number of records whose selling price is greater than 50 with count operation.
- Display the details of the product in descending order of selling price.
- List the product manufacturing in months of January to June

3. Create a table PAYROLL with the following fields and insert the values:

<b>Field Name</b>	<b>Field Type</b>	<b>Field Size</b>
Employee No(Primary Key)	Number	8
Employee Name	Character	8
Department	Character	10
Basic Pay	Number	8 with 2 decimal places
HRA	Number	6 with 2 decimal places
DA	Number	6 with 2 decimal places
PF	Number	6 with 2 decimal places

Net pay	Number	8 with 2 decimal places
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**QUERIES:**

- a. Update the records to calculate the net pay.
  - b. Arrange the records of employees in ascending order of their net pay.
  - c. Display the details of the employees whose department is “Sales”.
  - d. Calculate the number of employees whose Netpay is >10000 with Count Operation.
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- e. Display the details of the employee earning the highest salary.
  - f. Display the total salary of the employees whose department is “Production”.
  - g. Remove the employee name of the department name sales.
  - h. Find out how many employees are there in each department.

4. Create a Table Publisher and Book with the following fields:

Field Name	Field Type	Field Size
Publisher Code (Primary Key)	Character	5
Publisher Name	Character	15
Publisher City	Character	12
Publisher State	Character	10
Title of Book	VarChar	15
Book Code	Character	5
Book Price	Number	5

**QUERIES:**

- a. Display the details of the book with the title “DBMS”.
- b. Show the details of the book with price >300.
- c. Show the details of the book with publisher name “Kalyani”.
- d. Select the bookcode, booktitle, publisher with city “Delhi”.
- e. Select the bookcode, booktitle, bookprice and sort by book price
- f. Count the number of books of publisher “sultan chand”.

5. Create a Table Bank Customer with the following fields:

Field Name	Field Type	Field Size
Account no(Primary Key)	Number	6

Branch Name	Character	15
Customer Name	VarChar	20
Balance Amount	Number	10
Loan Number	Number	7
Loan Amount	Number	6
Deposit Amount	Number (8, 2)	

**QUERIES:**

- a. Display the records of Deposit and Loan.
- b. Find the number of loans with amount between 10000 and 50000.
- c. List in the alphabetical order the names of all customers who have a loan at the Coimbatore branch.
- d. Find the maximum account balance at the Coimbatore branch.
- e. Update deposits to add interest at 5% to the balance.
- f. Arrange the records in descending order of the loan amount.
- g. Create a table deposit form the source table name Bank customer.