FACULTY OF BUSINESS MANAGEMENT

TELANGANA UNIVERSITY

BBA I Year W.E.F.2016-17
Semester -I

Computer Lab - Practical Question Bank

Subject: Introduction to Information Technology

Head   **Chairman Board of studies**

FACULTY OF BUSINESS MANAGEMENT

TELANGANA UNIVERSITY

Time: 90 Minutes

Record : 05
Viva-Voce : 05
Execution : 10
Total Marks : 20

Computer Lab - Practical Question Bank

Subject: Introduction to Information Technology

I.   MS DOS

1. Internal Commands in MS-DOS
2. External Commands in MS-DOS

II. MS - WORD:
1. Using Mail Merge, write a letter inviting 5 friends to your Birthday Party.
2. Create a document and insert Page Numbers, Date and Time and a Picture.
3. Create a document and give 5 Footnotes.
4. Create a Table in word file and apply Auto Formatting.
5. Create a Table containing student's marks and sort in ascending order.

III. MS - EXCEL:

1. Apply Auto formatting for the following Table and find Total by using Auto Sum option.

S.No	Names	IIT	FA	BE & CG	POM
1	A	55	66	48	88
2	B	22	55	59	44
3	C	88	88	92	75
4	D	66	35	37	64

2. The following are the marks obtained by the students of BBA in four subjects:

S.No	Names	IIT	FA	BE & CG	POM
1	A	60	59	65	66
2	B	40	35	35	55
3	C	95	75	96	44
4	D	47	63	45	35

3. Using Conditional Formatting list out students who scored
    - Less than 50 in IIT
    - More than 65 in FA
    - Between 60 and 80 in BC & CG
    - POM

4. The following are the marks obtained by the students in four different subjects. Draw a Bar Diagram:

S.No	Names	IIT	FA	BE & CG	POM
1	A	55	66	48	88
2	B	22	55	59	44
3	C	88	88	92	75
4	D	66	35	37	64

5. Type the following table and find out the Total marks and average obtained by each student:

S.No	Names	IIT	FA	BE & CG	POM
1	A	55	66	48	88
2	B	22	55	59	44
3	C	88	88	92	75
4	D	66	35	37	64

IV.MS - POWER POINT

1. Create 5 Slides using different slide layouts - describing about your University.
2. Create 4 Slides on annual day of your college and perform the following:
   - Give Header and Footer
   - Give Background Colour
   - Insert Picture
   - Insert Slide Numbers
3. Create 5 Slides on "Importance of Computers" and apply Design Templates
4. Create 5 Slides on "Environment Protection" and apply different Slide Transitions for all the slides.
5. Create two files on "Swach Bharath" and "No Smoking" in MS PowerPoint and hyperlink them with each other.

V. MS- ACCESS & INTERNET

1. Create a Student Table and five fields(i.e Roll.No,Name,Date of birth,Address,Phone.No) using MS-Access and enter 10 records in the table .
2. Download a File on "Internet" from a website by using a search engine.
3. Select two electronics items by e-shopping.
4. Book Online Tickets to Kolkatta.
5. Using Search Engine, down load information on Rio Olympics.
6. Open an email account in your names as Rohit in gmail/yahoomail/hotmail.