

FACULTY OF MANAGEMENT, OSMANIA UNIVERSITY

MBA I Year I Sem  
Computer Lab - Practical Question Bank

IT Applications for Management

MS EXCEL:

1. Enter the given data into an excel sheet. Find Total Marks, Average and Percentage:

| Roll No | Name    | MOB | AFM | MM | Elective-I | Elective-II |
|---------|---------|-----|-----|----|------------|-------------|
| 001     | Sridevi | 50  | 70  | 60 | 55         | 66          |
| 002     | Ramdevi | 60  | 50  | 50 | 46         | 65          |
| 003     | Maya    | 40  | 40  | 45 | 55         | 64          |
| 004     | Sofia   | 50  | 60  | 60 | 78         | 66          |
| 005     | Revathi | 74  | 77  | 61 | 46         | 68          |

2. For Problem (1) data, Draw a Suitable Chart ( bar, line, .. )

3. Create a worksheet with following fields

EmpNo, EName, Basic Pay (BP), Travelling Allowance (TA),  
Dearness Allowance (DA), House Rent Allowance (HRA), Income Tax (IT),  
Provident Fund (PF), Net Pay (NP)

Compute Net Pay with given : DA= 30% of BP, HRA=20% of BP, TA=17.5% of BP, IT=15% of BP,  
PF=12.5% of BP

4. Apply Auto formatting for the following Table and find total by using Auto Sum option.

| Roll No | Name   | MOB | AFM | MM | Elective-I | Elective-II |
|---------|--------|-----|-----|----|------------|-------------|
| 001     | Suresh | 70  | 60  | 70 | 65         | 76          |
| 002     | Ramesh | 40  | 80  | 60 | 56         | 55          |
| 003     | Mahesh | 40  | 50  | 55 | 45         | 44          |
| 004     | Somesh | 60  | 40  | 30 | 68         | 76          |
| 005     | Rajesh | 54  | 67  | 81 | 66         | 78          |

5. The Marks obtained by the students of MBA Course in four subjects are given below:

| Roll No | Name        | MOB | AFM | MM | IT |
|---------|-------------|-----|-----|----|----|
| 101     | Sai Kumar   | 62  | 70  | 68 | 57 |
| 102     | Sai Kiran   | 54  | 55  | 67 | 67 |
| 103     | Sai Sudheer | 49  | 65  | 56 | 78 |
| 104     | Sai Prakash | 43  | 64  | 58 | 56 |
| 105     | Sai Sri     | 53  | 57  | 74 | 66 |

- Find out and List the Students Using Conditional Formatting for the below  
a) More than 50 in MOB    b) Less than 75 in MM    c) Between 50 and 70 in IT

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6. The below given data is employee's salary components:

| Emp ID | Name        | Salary | Overtime | Incentives |
|--------|-------------|--------|----------|------------|
| OU001  | Ram Kumar   | 70,000 | 5000     | 4400       |
| OU002  | Shyam Kumar | 54,000 | 4000     | 3500       |
| OU003  | Manoj Kumar | 55,000 | 3000     | 7800       |
| OU004  | Pavan Kumar | 45,000 | 2500     | 4600       |
| OU005  | Sukumar     | 66,000 | 1900     | 4400       |

Find out and List the Students Using Conditional Formatting for the below  
a) More than 35,000 Salary      b) Less than 3,500 Overtime  
c) Between 4000 & 5000 Incentives

7. Use data from Q6 and Highlight Students Using Conditional Formatting  
a) More than 45,000 Salary      b) Less than 3,000 Overtime  
c) Between 4000 & 5000 Incentives

8. Draw a suitable Chart for the given data:

| Roll No | Name        | MOB | AFM | MM | IT |
|---------|-------------|-----|-----|----|----|
| 101     | Sai Kumar   | 62  | 70  | 68 | 57 |
| 102     | Sai Kumari  | 54  | 55  | 67 | 67 |
| 103     | Sai Deepthi | 49  | 65  | 56 | 78 |
| 104     | Sai Prakash | 43  | 64  | 58 | 56 |
| 105     | Sai Sri     | 53  | 57  | 74 | 66 |

- Find out the Maximum Marks in AFM, Minimum Marks in MM
- Find out Median of IT Subject and Mode of AFM Subject

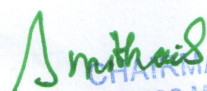
9. Create a table with the following and Calculate Fees Concession:

| Roll No | Name        | Category | %  | Fee Concession |
|---------|-------------|----------|----|----------------|
| 101     | Sai Kumar   | N        | 90 | ?              |
| 102     | Sai Kumari  | D        | 60 | ?              |
| 103     | Sai Deepthi | N        | 50 | ?              |
| 104     | Sai Prakash | D        | 70 | ?              |
| 105     | Sai Sri     | G        | 40 | ?              |

Concession Policy:

| CATEGORY | %        | CONCESSIO |
|----------|----------|-----------|
| N        | above 50 | 10%       |
| D        | above 50 | 20%       |
| G        | above 40 | 15%       |

- In all other cases there is NO concession.
- Fees paid by each one of them is Rs.10000

  
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10. The following are Sales figures of a Firm. Plot the figures in a **Line Chart** YEAR:

|                       | 2015 | 2016 | 2017 | 2018 | 2019 | 2020 |
|-----------------------|------|------|------|------|------|------|
| Sales ( Rs. In Lakhs) | 100  | 130  | 110  | 200  | 150  | 135  |

11. Demonstrate Page Setup options/ Print Options for any of the above Problems

12. Demonstrate the following for any of the above Problems

- i) Merge and Center
- ii) Format Painter
- iii) Wrap text
- iv) Shrink to fit long data in a cell
- v) Fill colour in a cell
- vi) increase column/row height/width

13. Demonstrate the following for any of the above Problems,

Use these Settings

- i) No. Of copies **4**
- ii) Orientation *Landscape*
- iii) Print on *both sides*
- iv) Size A4
- v) insert a page break after few records
- vi) give *Wide* (Top,bottom,left and right 2.54 cms each) Margins
- vii) give appropriate Header and Footer

14. For the given data, Calculate the Amount Payable per Annum.

|                    |    |           |
|--------------------|----|-----------|
| Principal Amount   | :  | 5,00,000  |
| Rate of Interest : | 6% |           |
| Time period        | :  | 8 Years   |
| Amount to be paid  | :  | Calculate |

Check the Results with these changes too:

- a) Rate of Interest: 4% and 7%    b) Time Period: 4 Years and 2 Years

15. Create a Excel sheet with the following fields as Sales table.

- i) Month    ii) Item    iii) Quantity    iv) Price    v) Commission

Use *Data Validation* criteria for:

- Quantity and Price should be *whole numbers*
- Commission @ 3.5% of Price should be allowed only *two decimals*
- Price should accept 5000 and above values only

16. Prepare Pivot Table for the given data:

| Department | Employee Name | Salary |
|------------|---------------|--------|
| HR         | Mumtaz        | 20,000 |
| Finance    | Fatima        | 18,500 |
| IT         | Sai Deepthi   | 17,500 |
| HR         | Stella        | 13,000 |
| Finance    | Sai Sri       | 15,000 |
| IT         | Dayana        | 10,000 |

17. Create a Student Table in Excel with the following, Use appropriate Formula/Function to fill the Grade Letter and Grade Point Columns and Find SGPA

| Subject | Credits | Marks | Grade Letter | Grade Point | Credit Points |
|---------|---------|-------|--------------|-------------|---------------|
| MOB     | 4       | 56    |              |             |               |
| AFM     | 4       | 53    |              |             |               |
| MM      | 4       | 64    |              |             |               |
| SFM     | 4       | 73    |              |             |               |
| EFM     | 4       | 47    |              |             |               |
| ITAM    | 4       | 88    |              |             |               |

SGPA = ?

Note:

A)

| Range of % Marks | Grade  | Grade Point | Credit        |
|------------------|--------|-------------|---------------|
| 80-100           | O      | 10          | Outstanding   |
| 70-79            | A+     | 9           | Excellent     |
| 60-69            | A      | 8           | Very Good     |
| 55-59            | B+     | 7           | Good          |
| 50-54            | B      | 6           | Above Average |
| 45-49            | C      | 5           | Average       |
| 40-44            | P      | 4           | Pass          |
| <40              | F      | 3           | Fail          |
| Absent           | Absent | 0           | Ab            |

B). Credit Points=Credits x Grade point

C). SGPA=Total Credit points/Total Credits

18. Use the given data, Draw a **Bar** diagram with appropriate Design, Formatting options and Chart headings

| Roll No | Name   | MOB | AFM | MM | SFM | EFM | ITAM |
|---------|--------|-----|-----|----|-----|-----|------|
| OU001   | Suresh | 70  | 60  | 70 | 65  | 76  | 81   |
| OU002   | Ramesh | 40  | 80  | 60 | 56  | 55  | 72   |
| OU003   | Mahesh | 40  | 50  | 55 | 45  | 44  | 68   |
| OU004   | Somesh | 60  | 40  | 30 | 68  | 76  | 45   |
| OU005   | Rajesh | 54  | 67  | 81 | 66  | 78  | 42   |

19. Use the given data of Sales, Draw a **Pie** diagram with appropriate Formatting options, including Percentages and Chart headings:

| Sales | Rs.    |
|-------|--------|
| North | 500000 |
| South | 300000 |
| East  | 100000 |
| West  | 400000 |

20. Use Simple data in multiple sheets and demonstrate the following:

- Change a Sheet Tab colour
- Rearrange Worksheets
- Hide a Worksheet
- Compare sheets side-by-side

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21. Use Simple excel sheet data and Demonstrate the following:  
Find and Replace with an example

22. Demonstrate MULTI SHEET RANGE

Add Sheet 1 values and Sheet 2 values with Sheet 3 values using *Multi Sheet Range* concept:

| Sheet 1 |       | Sheet 2 |       | Sheet 3 |       |
|---------|-------|---------|-------|---------|-------|
| Roll No | Marks | Roll No | Marks | Roll No | Marks |
| OU5     | 50    | OU4     | 65    | OU1     | 45    |
| OU9     | 60    | OU6     | 69    | OU2     | 67    |
| OU3     | 80    | OU8     | 55    | OU7     | 48    |
| OU11    | 45    | OU13    | 46    | OU14    | 47    |

23. Use the below given data, Compute Total and Demonstrate the below given

| Roll No | Name   | MOB | AFM | MM | SFM | EFM | ITAM |
|---------|--------|-----|-----|----|-----|-----|------|
| OU001   | Suresh | 70  | 60  | 70 | 65  | 76  | 81   |
| OU002   | Ramesh | 40  | 80  | 60 | 56  | 55  | 72   |
| OU003   | Mahesh | 40  | 50  | 55 | 45  | 44  | 68   |
| OU004   | Somesh | 60  | 40  | 30 | 68  | 76  | 45   |
| OU005   | Rajesh | 54  | 67  | 81 | 66  | 78  | 42   |

From Total column:

- Copy only *Formula* and *Paste* in the next (Right) cell
- Copy only *Values* and *Paste* in the next cell
- Copy only *Formats* and *Paste* in the next cell
- Write a *Comment* in Total column of Roll No 003
- Copy only the *Comment* and *Paste* in the next cell

24. Use the Data from Q23 and Demonstrate the below given:

- Apply any table style
- Sort the table on Roll No
- Select 'Header Row' table style

25. Use the Data from Q23 and Compute Total, Average, Result and Division:

- Every subject should be 40 or above marks, then "Pass" or "Fail"
- Average above 60, "First" Division, Average below 60, "Second", Average below 50, "Third"

26. Create the following Inventory table:

| DATE      | OPENING | PURCHASE | ISSUES | CLOSIN |
|-----------|---------|----------|--------|--------|
| 1.1.2018  | 0       | 300      | 50     |        |
| 10.1.2018 |         | 200      | 50     |        |
| 20.1.2018 |         | 100      | 100    |        |
| 31.1.2017 |         | 100      | 50     |        |

- Find out each day's Closing balance
- Previous day Closing balance is next day Opening balance=system should reflect automatically

  
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27. Derive Variances after comparing Total Standard Cost with Actuals:

| TASK | LABOUR(V)  |     | MATERIAL(V) |      | TOTAL<br>VARIABLE<br>COST(TVC<br>) | SEMI<br>FIXE<br>D<br>COST | TOTA<br>L<br>(STD)<br>COST | ACTUAL<br>S | VARIANCE<br>S |
|------|------------|-----|-------------|------|------------------------------------|---------------------------|----------------------------|-------------|---------------|
|      | HOURS<br>E | RAT | UNITS       | RATE |                                    |                           |                            |             |               |
| 1    | 10         | 100 | 20          | 200  |                                    |                           |                            | 4000        |               |
| 2    | 20         | 100 | 40          | 200  |                                    |                           |                            | 12000       |               |
| 3    | 20         | 200 | 20          | 400  |                                    |                           |                            | 12000       |               |

- i) Semi-Fixed Cost is 20% of Total TVC if TVC is upto Rs.10000  
 ii) otherwise, 40% of Total TVC if TVC is above Rs.10000

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## MS ACCESS:

1. Use the Following data to Create a 'Student' database.

| Roll No | Name        | Course | DOB        | Rank |
|---------|-------------|--------|------------|------|
| OU001   | Mumtaz      | MBA I  | 12-09-1981 | 100  |
| OU002   | Fatima      | MBA II | 11-05-1983 | 54   |
| OU003   | Sai Deepthi | MBA II | 03-04-1982 | 23   |
| OU004   | Stella      | MBA I  | 24-02-1982 | 4    |
| OU005   | Sai Sri     | MBA I  | 24-10-1983 | 9    |

2. Use the Following data to create a database 'Club'

| Member ID | Name    | Address                 | Contact    | Position       |
|-----------|---------|-------------------------|------------|----------------|
| DC001     | Shastri | Deccan Club, Hyderabad  | 9000000009 | President      |
| NC010     | Mistry  | New Club, Hyderabad     | 8000000008 | Secretary      |
| NZC01     | Riyaz   | Nizam Club, Hyderabad   | 7000000007 | Treasurer      |
| CC020     | Varma   | Country Club, Hyderabad | 6000000006 | Vice-President |

3. Use the Following data to create 'employee' database

| Department | Employee Name | Date of Joining | Salary |
|------------|---------------|-----------------|--------|
| HR         | Mumtaz        | 04-12-2020      | 20,000 |
| Finance    | Fatima        | 14-02-2018      | 18,500 |
| IT         | Sai Deepthi   | 24-01-2019      | 17,500 |
| HR         | Stella        | 11-04-2017      | 13,000 |
| Finance    | Sai Sri       | 04-12-2020      | 15,000 |
| IT         | Dayana        | 04-12-2020      | 10,000 |

4. Create Employee Table by using Design Wizard with 5 fields and 5 records
5. Create Workers Table by using Design Wizard with 4 fields and 5 records
6. Creating a Table Using the Design View
7. Creating a Table Using Table Wizard
8. Create a Table for Student and Use the following  
Setting Primary Key, Working with Fields and Records
9. Creating Database Using blank Database
10. Creating a Database Using the Database Wizard
11. Creating and Using Forms

12. Creating Forms Using the AutoForm
13. Creating Forms Using the Form Wizard
14. Creating Forms Using The Design View
15. Forms - Creating and Querying
16. Creating and Using Reports
17. Creating reports using the Report Wizard

**DBMS:**

1. What is DBMS
2. Functions of DBMS
3. Data transfer between Excel and Access
4. Create a database 'Student'

| Roll No | Name        | Course | Marks | Grade |
|---------|-------------|--------|-------|-------|
| OU001   | Mumtaz      | MBA I6 | 65    | B     |
| OU002   | Fatima      | MBA II | 43    | C     |
| OU003   | Sai Deepthi | MBA II | 87    | A     |
| OU004   | Stella      | MBA I  | 61    | B     |
| OU005   | Sai Sri     | MBA I  | 88    | A     |

Demonstrate the following:

- a) Sort the data by Roll No
  - b) Display Roll No, Name and Marks where marks > 70
  - c) Display Roll No, Name and Marks where Grade= A
5. Create a database 'Library' and create a table as 'Books' and execute the queries given below:

| Author Name | Book title            | Book type  | Year of publication |
|-------------|-----------------------|------------|---------------------|
| Gupta       | Management Accounting | Accounting | 2002                |
| Jain        | Financial             | Accounting | 2000                |
| Reddy       | Corporate Accounting  | Accounting | 1990                |

- a) Display Book title, book type, author name where author = Jain and book type = Accounting.
  - b) Display Author Name, book type, year of publication where year above 2000.
6. Extracting Data Across Tables
  7. Creating and Executing Query in the Design View