

**MASTER OF BUSINESS ADMINISTRATION
2018 – 2019**

A Record of
“COMPUTER PRACTICALS”

Subject Code: MB – 106

Prepared by

Name of the student:

H.T.NO

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Submitted in Partial fulfilment of MBA I Semester

to

**OSMANIA UNIVERSITY
Hyderabad**



St. Xavier's P.G College

Approved by AICTE & Affiliated to Osmania University

Survey no 155/156, Gopanpally, Serilingampally,

Ranga Reddy Dist. Hyderabad



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Ranga Reddy Dist. Hyderabad

CC Ref No: SXPG/DBM/ MBA/PRAC/2018- 19

Date.....

CERTIFICATE

This is to be certify that Mr. /Ms.
bearing Hall Ticket No..... has completed
his / her practical record successfully for the partial fulfilment of First
Semester Examination of MBA under Osmania University for the
academic year 2018-2019

Head of the Department

Principal

Internal Examiner

External Examiner

College seal with date

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1) Create an employee work sheet and calculate DA @125%, HRA @ 24%, PF @ 12%, Gross Salary and Net Salary.

Procedure:

Step 1: Go to start menu - programs - MS- Office and Click on Ms-excel

Step 2: Create employees database by entering the field names S. No, Name of the employee, Basic Salary, DA, HRA, PF, Gross Salary and Net Salary respectively.

Step 3: Enter the data for S. No, Name of the employee and Basic Salary

Step 4: Calculate DA @125% by using formula = < basic salary>*125/100

Calculate HRA @24% by using formula = <basic salary>*24/100

Calculate PF @12% by using formula = <basic salary>*12/100

in respective cells. (Where < > represent cell reference)

Step 5: Calculate Gross salary, Net salary by using the formula,

Gross salary = <Basic> + <DA> + <HRA>

Net Salary = <Gross Salary> - <PF>

Step 6: Save and Exit

OUTPUT:

S. NO	NAME OF THE EMPLOYEE	BASIC SALARY	DA	HRA	PF	GROASS SALARY	NET SALARY
1	MAHESH	10,000	12,500	2,400	1,200	24,900	23,700
2	RAMULU	12,000	15,000	2,880	1,440	29,880	28,440
3	NARESH	15,000	18,750	3,600	1,800	37,350	35,550
4	PRASANNA	10,000	12,500	2,400	1,200	24,900	23,700
5	SAILAJA	20,000	25,000	4,800	2,400	49,800	47,400
6	PAVAN	16,000	20,000	3,840	1,920	39,840	37,920
7	RAGHU	20,000	25,000	4,800	2,400	49,800	47,400
8	SATISH	10,000	12,500	2,400	1,200	24,900	23,700
9	SRINU	12,000	15,000	2,880	1,440	29,880	28,440
10	RADHA	15,000	18,750	3,600	1,800	37,350	35,550

2) Create a student information worksheet. Apply Filter, Sort, Hide and Unhide, Insert and Delete options.

Procedure:

Step 1: Go to start menu - programs - MS- Office and Click on Ms-excel

Step 2: Create student information worksheet by entering the field names S. No, Name of the student, Gender, Qualification, Address respectively.

Step 3: Enter the data in respective fields (at least 10 records)

Step 4: Apply sort option on address field (i.e. sort a to z) gives the table arranged as per alphabetical order of address.

Step 5: Apply filter option from sort and filter menu on Qualification. It gives a table which was separated under particular qualification.

Step 6: Apply hide option by selecting a column which we want to hide. Then it will be hidden. It can get back by using unhide option.

Step 7: we can insert a row by using insert sheet row option in home menu. Similarly we can delete a row by selecting the row and click on delete sheet row option.

Step 8: Save and Exit

Output:

Original Sheet:

S. NO	NAME OF THE STUDENT	GENDER	QUALIFICATION	ADDRESS
1	SATISH	MALE	BSC	HYDERABAD
2	SRINU	MALE	BCOM	VIJAYAWADA
3	AVINASH	MALE	BTECH	WARANGAL
4	SAGAR	MALE	BCOM	BANGALORE
5	MURTHY	MALE	BTECH	MYSORE
6	URMILA	FEMALE	BSC	HYDERABAD
7	SWAPNA	FEMALE	BCOM	BANGALORE
8	JYOTHI	FEMALE	BSC	VIJAYAWADA
9	SRIKANTH	MALE	BCOM	HYDERABAD
10	LAKSHMI	FEMALE	BSC	WARANGAL

Sorting Address wise from A to Z

S. NO	NAME OF THE STUDENT	GENDER	QUALIFICATION	ADDRESS
4	SAGAR	MALE	BCOM	BANGALORE
7	SWAPNA	FEMALE	BCOM	BANGALORE
1	SATISH	MALE	BSC	HYDERABAD
6	URMILA	FEMALE	BSC	HYDERABAD
9	SRIKANTH	MALE	BCOM	HYDERABAD
5	MURTHY	MALE	BTECH	MYSORE
2	SRINU	MALE	BCOM	VIJAYAWADA
8	JYOTHI	FEMALE	BSC	VIJAYAWADA
3	AVINASH	MALE	BTECH	WARANGAL
10	LAKSHMI	FEMALE	BSC	WARANGAL

Filter applied to the Student Qualification for BSC

S. NO	NAME OF THE STUDENT	GENDER	QUALIFICATION	ADDRESS
1	SATISH	MALE	BSC	HYDERABAD
6	URMILA	FEMALE	BSC	HYDERABAD
8	JYOTHI	FEMALE	BSC	VIJAYAWADA
10	LAKSHMI	FEMALE	BSC	WARANGAL

Hide the column Qualification:

S. NO	NAME OF THE STUDENT	GENDER	ADDRESS
1	SATISH	MALE	HYDERABAD
2	SRINU	MALE	VIJAYAWADA
3	AVINASH	MALE	WARANGAL
4	SAGAR	MALE	BANGALORE
5	MURTHY	MALE	MYSORE
6	URMILA	FEMALE	HYDERABAD
7	SWAPNA	FEMALE	BANGALORE
8	JYOTHI	FEMALE	VIJAYAWADA
9	SRIKANTH	MALE	HYDERABAD
10	LAKSHMI	FEMALE	WARANGAL

Unhide the column Qualification

S. NO	NAME OF THE STUDENT	GENDER	QUALIFICATION	ADDRESS
1	SATISH	MALE	BSC	HYDERABAD
2	SRINU	MALE	BCOM	VIJAYAWADA
3	AVINASH	MALE	BTECH	WARANGAL
4	SAGAR	MALE	BCOM	BANGALORE
5	MURTHY	MALE	BTECH	MYSORE
6	URMILA	FEMALE	BSC	HYDERABAD
7	SWAPNA	FEMALE	BCOM	BANGALORE
8	JYOTHI	FEMALE	BSC	VIJAYAWADA
9	SRIKANTH	MALE	BCOM	HYDERABAD
10	LAKSHMI	FEMALE	BSC	WARANGAL

Inserting a row

S. NO	NAME OF THE STUDENT	GENDER	QUALIFICATION	ADDRESS
1	SATISH	MALE	BSC	HYDERABAD
2	SRINU	MALE	BCOM	VIJAYAWADA
3	AVINASH	MALE	BTECH	WARANGAL
4	SAGAR	MALE	BCOM	BANGALORE
5	SWETHA	FEMALE	BBA	VIJAYAWADA
6	MURTHY	MALE	BTECH	MYSORE
7	URMILA	FEMALE	BSC	HYDERABAD
8	SWAPNA	FEMALE	BCOM	BANGALORE
9	JYOTHI	FEMALE	BSC	VIJAYAWADA
10	SRIKANTH	MALE	BCOM	HYDERABAD
11	LAKSHMI	FEMALE	BSC	WARANGAL

Deleting a row

S. NO	NAME OF THE STUDENT	GENDER	QUALIFICATION	ADDRESS
1	SATISH	MALE	BSC	HYDERABAD
2	SRINU	MALE	BCOM	VIJAYAWADA
3	AVINASH	MALE	BTECH	WARANGAL
4	SAGAR	MALE	BCOM	BANGALORE
5	SWETHA	FEMALE	BBA	VIJAYAWADA
6	MURTHY	MALE	BTECH	MYSORE
7	SWAPNA	FEMALE	BCOM	BANGALORE
8	JYOTHI	FEMALE	BSC	VIJAYAWADA
9	SRIKANTH	MALE	BCOM	HYDERABAD
10	LAKSHMI	FEMALE	BSC	WARANGAL

3) Create a student marks list worksheet. Calculate Sum, Percentage, Min and Max marks in each subject, and Result (Pass/ Fail)

Procedure:

Step 1: Go to start menu - programs - MS- Office and Click on Ms-excel

Step 2: Create student marks worksheet by entering the field names S. No, H. T. No, Name of the student, Marks in five subjects, Total, Percentage and Result respectively

Step 3: Enter the data for respective fields.

Step 4: Calculate total by using auto sum option from formulas menu.

Step 5: Calculate percentage by using average function from auto sum menu in formulas.

Step 6: Calculate result by using IF function from logical formulas menu in formulas

Syntax: IF (logical_test, value_if_true, [value_if_false])

Step 7: Similarly, min and max marks and topper can be calculate by using the formulae min, max functions in each and every subject and in total.

Step 8: Save and Exit

Output:

S. NO	HT NO	NAME OF THE STUDENT	MOB	AFM	MM	ME	BC	TOTAL	PERCENTAGE	RESULT
1	2001	SRUTHIJA	78	32	91	56	59	316	63.20	FAIL
2	2002	ASWITHA	69	81	93	79	88	410	82.00	PASS
3	2003	SRINIVAS	88	90	83	91	47	399	79.80	PASS
4	2004	KRISHNA	74	29	69	82	89	343	68.60	FAIL
5	2005	SATWIK	89	39	81	75	69	353	70.60	PASS
6	2006	ARJUN	90	95	92	91	91	459	91.80	PASS
7	2007	DAYASAGER	61	60	58	59	54	292	58.40	PASS
8	2008	POOJA	95	91	96	93	98	473	94.60	PASS
9	2009	MEGHANA	89	79	90	57	78	393	78.60	PASS
10	2010	GOWTAMI	90	70	76	89	90	415	83.00	PASS

MIN MARKS	61	29	58	56	47	292
MAX MARKS	95	95	96	93	98	473

4) Design a Pie-Chart for the information of expenses of a household in a month

Procedure:

Step 1: Go to start menu - programs - MS- Office and Click on Ms-excel

Step 2: Enter the expenses for different items.

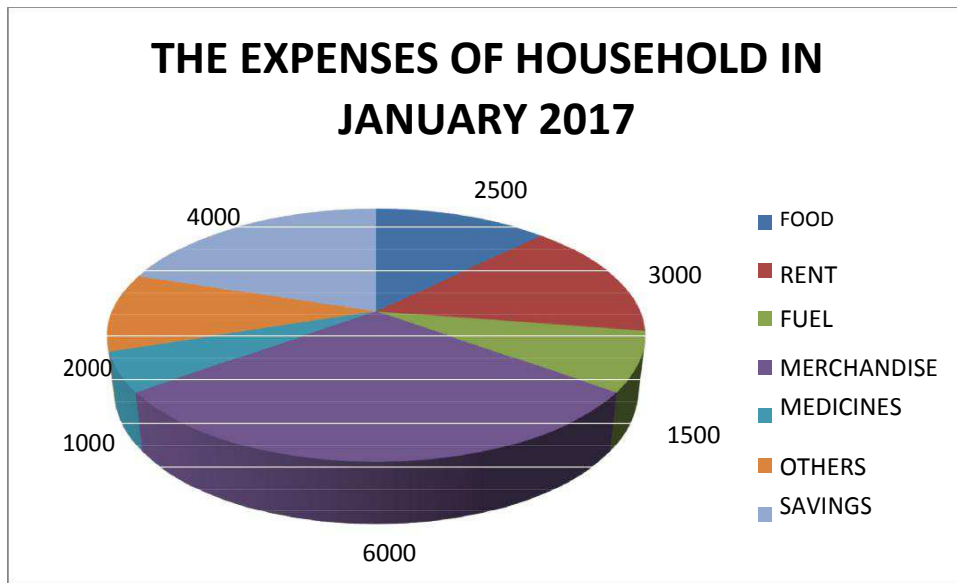
Step 3: For draw a Pie Chart, First select the data (both item names and values)

Step 4: Go to chart option in insert menu, and select the Pie Chart model in that box.

Step 5: Then a graph will automatically appear. Then add data labels and give a title for the Graph

Step 6: Save and Exit

Output:



5) Design a Bar/ Column Chart which shows the production of wheat by three companies over successive five years.

Procedure:

Step 1: Go to start menu - programs - MS- Office and Click on Ms-excel

Step 2: Enter the data for production of wheat in 5 years of three companies.

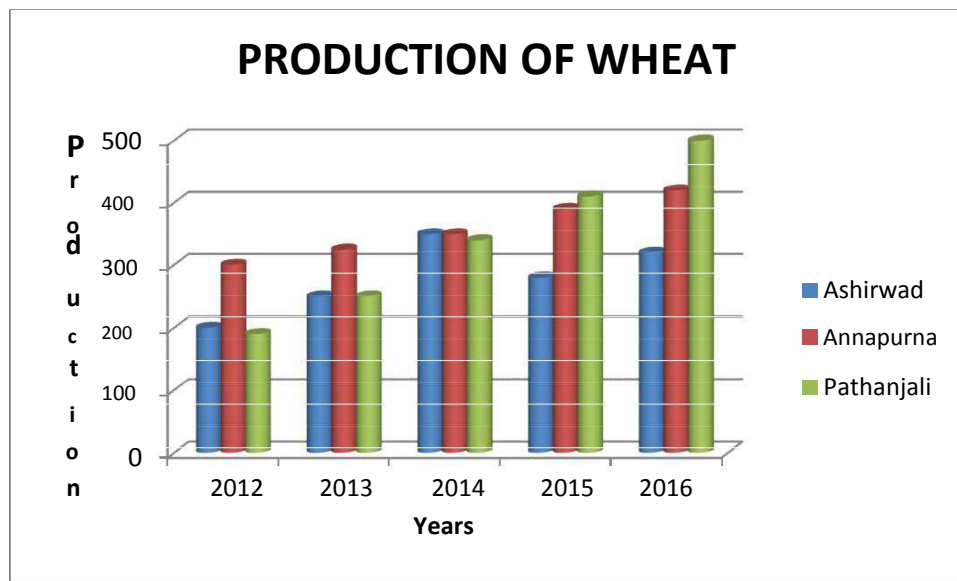
Step 3: For draw a bar/ column Chart, First select the data (both item names and values)

Step 4: Go to chart option in insert menu, and select the Column Chart model in that box.

Step 5: Then a graph will automatically appear. Then add data labels and give a title for the graph

Step 6: Save and Exit

Output:



6) Draw a Line-Chart which represents the yearly sales figures of a company in last 10 years

Procedure:

Step 1: Go to start menu - programs - MS- Office and Click on Ms-excel

Step 2: Enter the data for Sales of the company over 10 years.

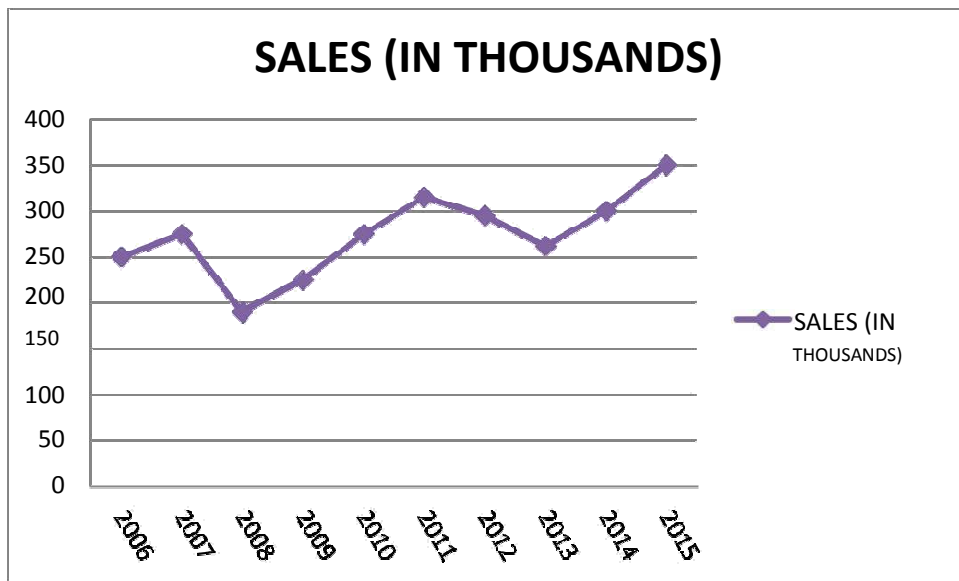
Step 3: For draw a line Chart, First select the data (both item names and values)

Step 4: Go to chart option in insert menu, and select the Line Chart model in that box.

Step 5: Then a graph will automatically appear. Then add data labels and give a title for the graph.

Step 6: Save and Exit

Output:



7) Illustrate the function of Pivot table in MS Excel.

Procedure:

Step 1: Go to start menu - programs - MS- Office and Click on Ms-excel

Step 2: Create a worksheet represents sales of a company, and enter the field names as Branch, Type and Sales respectively.

Step 3: Enter the data in respective fields

Step 4: Now, click on Pivot Table in Insert tab then Create Pivot table dialogue box will appear. In that select the table range and choose where we want to place the pivot table and then click on ok.

Step 5: In the right side of the excel sheet a Pivot Table Field list will appear. In that choose the fields to add to table.

Step 6: In that four areas are there, Report Filter, Column labels, Row labels, Sum of values. The field names have chosen automatically goes to respective areas.

Step 7: Now we can see the Pivot Table in the Excel sheet in a clear notation. We can drag the fields to different areas to get different types of representations (Pivot Tables).

Step 8: Save and Exit

Output:

Sales of company ABC		
branch	type	sales
Hyderabad	cloths	200000
Hyderabad	groceries	300000
Hyderabad	jewellery	250000
Hyderabad	shoe mart	150000
Hyderabad	mobiles	500000
Vijayawada	cloths	350000
Vijayawada	groceries	250000
Vijayawada	jewellery	165000
Vijayawada	shoe mart	185000
Vijayawada	mobiles	255000
Warangal	cloths	225000
Warangal	groceries	245000
Warangal	jewellery	125000
Warangal	shoe mart	525000
Warangal	mobiles	652000
Rajahmundry	cloths	196000
Rajahmundry	groceries	144000
Rajahmundry	jewellery	225000
Rajahmundry	shoe mart	525000
Rajahmundry	mobiles	369000

Pivot Table - 1

Row Labels	Sum of sales
Hyderabad	1400000
cloths	200000
groceries	300000
jewellery	250000
mobiles	500000
shoe mart	150000
Rajahmundry	1459000
cloths	196000
groceries	144000
jewellery	225000
mobiles	369000
shoe mart	525000
Vijayawada	1205000
cloths	350000
groceries	250000
jewellery	165000
mobiles	255000
shoe mart	185000
Warangal	1772000
cloths	225000
groceries	245000
jewellery	125000
mobiles	652000
shoe mart	525000
Grand Total	5836000

Pivot Table - 2

Sum of sales	Column Labels				
Row Labels	Hyderabad	Rajahmundry	Vijayawada	Warangal	Grand Total
cloths	200000	196000	350000	225000	971000
groceries	300000	144000	250000	245000	939000
jewellery	250000	225000	165000	125000	765000
mobiles	500000	369000	255000	652000	1776000
shoe mart	150000	525000	185000	525000	1385000
Grand Total	1400000	1459000	1205000	1772000	5836000

Pivot Table - 3

Sum of sales	Column Labels					
Row Labels	cloths	groceries	jewellery	mobiles	shoe mart	Grand Total
Hyderabad	200000	300000	250000	500000	150000	1400000
Rajahmundry	196000	144000	225000	369000	525000	1459000
Vijayawada	350000	250000	165000	255000	185000	1205000
Warangal	225000	245000	125000	652000	525000	1772000
Grand Total	971000	939000	765000	1776000	1385000	5836000

8) Calculate statistical functions such as Sum, Mean, Median, Mode, and Standard Deviation using Excel

Procedure:

Step 1: Go to start menu - programs - MS- Office and Click on Ms-excel

Step 2: Enter the data which we want to calculate statistical functions

Step 3: The sum can be calculated by using '*Auto Sum*' function in formulas tab after selecting the data which we have entered

Syntax: SUM (number1,[number2],...)

Step 4: The mean can be calculated by using '*Average*' function in statistical formulas which returns the average (arithmetic mean) of the arguments

Syntax: AVERAGE (number1, [number2], ...)

Step 5: The median can be calculated by using '*Median*' function which returns the median or the number in middle of set of given numbers

Syntax: MEDIAN (number1, [number2], ...)

Step 6: The mode can be calculated by using '*Mode*' function which returns the most frequently occurring value in a range of data.

Syntax: MODE (number1,[number2],...)

Step 7: The Standard deviation can be calculated by using '*STDEV*' function which returns the standard deviation based on the data. The standard deviation is a measure of how widely values are dispersed from the average value (the mean).

Syntax: STDEV (number1,[number2],...)

Step 8: Save and Exit

Output:

Calculate statistical functions such as Sum, Mean, Median, Mode, and Standard Deviation

Data									
16	18	25	17	23	31	19	18	29	21

Sum	217
Mean	21.7
Median	20
Mode	18
Standard Deviation	5.187

9) Calculate financial function such as NPV and IRR using

Excel Procedure:

Step 1: Go to start menu - programs - MS- Office and Click on Ms-excel

Step 2: Enter the values for the fields which are necessary to calculate NPV such as discount rate, initial investment, cash inflow at the end of each year.

Step 3: To calculate NPV, use the following formula.

Syntax: NPV (rate, value1, [value2],....) ([] means optional)

Step 5: In the same way, enter the values for the fields which are necessary to calculate IRR, such as Initial Cash flow, cash inflows at the end of each year.

Step 6: IRR can be calculated by using the following formula

Syntax: IRR (values, [guess]) ([] means optional)

Step 7: Save and Exit

Output:

CALCULATION OF NPV (NET PRESENT VALUE)	
DISCOUNT RATE	18%
INITIAL INVESTMENT	-8320
cash inflow in 1st year	3411
cash inflow in 2nd year	4070
cash inflow in 3rd year	5824
cash inflow in 4th year	2065
NPV	\$1,782.59

CALCULATION OF IRR	
initial cash flow	-213000
cash inflow in 1st year	65200
cash inflow in 2nd year	96000
cash inflow in 3rd year	73100
cash inflow in 4th year	55400
IRR at the end of 4th year	14%

10) Demonstrate the use of Macro in Excel

Procedure:

Step 1: Go to start menu - programs - MS- Office and Click on Ms-excel

Step 2: Create a work sheet and save it.

Step 3: go to *view* tab, select *record macro* in *macros* menu

Step 4: give a name for macro, and also assign a short cut key then click on OK

Step 5: then it starts recording, apply several operations like font, colour and other things.

Step 6: then click on stop recording, the macro will be stopped.

Step 7: we can apply the same operations at a time to a new table by using 'Run Macro' or the short cut key.

Step 8: Save and Exit.

Output:

Table before record a macro

S. NO	NAME OF THE EMPLOYEE	BASIC SALARY	DA	HRA	PF	GRASS SALARY	NET SALARY
1	MAHESH	10,000	12,500	2,400	1,200	24,900	23,700
2	RAMULU	12,000	15,000	2,880	1,440	29,880	28,440
3	NARESH	15,000	18,750	3,600	1,800	37,350	35,550
4	PRASANNA	10,000	12,500	2,400	1,200	24,900	23,700
5	SAILAJA	20,000	25,000	4,800	2,400	49,800	47,400

Table after record macro

S. NO	NAME OF THE EMPLOYEE	BASIC SALARY	DA	HRA	PF	GRASS SALARY	NET SALARY
1	MAHESH	10,000	12,500	2,400	1,200	24,900	23,700
2	RAMULU	12,000	15,000	2,880	1,440	29,880	28,440
3	NARESH	15,000	18,750	3,600	1,800	37,350	35,550
4	PRASANNA	10,000	12,500	2,400	1,200	24,900	23,700
5	SAILAJA	20,000	25,000	4,800	2,400	49,800	47,400

Table before run macro

S. NO	NAME OF THE STUDENT	GENDER	QUALIFICATION	ADDRESS
1	SATISH	MALE	BSC	HYDERABAD
2	SRINU	MALE	BCOM	VIJAYAWADA
3	AVINASH	MALE	BTECH	WARANGAL
4	SAGAR	MALE	BCOM	BANGALORE
5	SWETHA	FEMALE	BBA	VIJAYAWADA
6	MURTHY	MALE	BTECH	MYSORE

Same Operations

Table after run macro

S. NO	NAME OF THE STUDENT	GENDER	QUALIFICATION	ADDRESS
1	SATISH	MALE	BSC	HYDERABAD
2	SRINU	MALE	BCOM	VIJAYAWADA
3	AVINASH	MALE	BTECH	WARANGAL
4	SAGAR	MALE	BCOM	BANGALORE
5	SWETHA	FEMALE	BBA	VIJAYAWADA
6	MURTHY	MALE	BTECH	MYSORE

11) Create a table representing a sports team using

Access Procedure:

Step 1: Go to start menu - programs - MS- Office and Click on Ms-Access

Step 2: To create a new file, click on blank database, give a name and save it

Step 3: Click on design view and give a name for table and save it.

Step 4: Enter the field names ID(give primary key to ID), Name of the Player, Type, Runs, Wickets and Best with data types as auto number, text, text, number, number and memo respectively and save it

Step 5: Click on data sheet view and enter data in respective fields.

Step 6: Save and Exit

Result:

Table1					
ID	Name of the player	type	runs	wickets	best
1	Sikhar Dhawan	Batsman	5200	28	186
2	Gowtham Gambhir	Batsman	4300	0	179
3	Rohit Sharma	Batsman	5617	14	212
4	Virat Kohli	Batsman	7149	28	195
5	M S Dhoni	Wicket Keeper	4318	0	190
6	Yuvraj Singh	All Rounder	6189	147	186
7	Ravi Chandar Aswin	All Rounder	2169	258	14/8
8	Ravinder Jadeja	All Rounder	3323	169	56/5
9	Umesh Yadav	Bowler	670	59	46/4
10	Md. Shami	Bowler	240	143	25/5
11	Bhuvaneswar kumar	Bowler	359	120	18/3

12) Create a table using Forms and generate Reports

Procedure:

Step 1: Go to start menu - programs - MS- Office and Click on Ms-Access

Step 2: To create a new file, click on blank database, give a name and save it

Step 3: Click on design view and give a name for table and save it.

Step 4: Enter the field names ID(give primary key to ID),Roll No, Student name, Course, DOB, Address with data types as auto number, number, text, text, date & time and text respectively and save it

Step 5: Click on *form* menu in *Create* Tab, a form will open with given fields.

Step 6: Enter the data, person by person at a time in respective fields and save the form.

Step 7: Click on *Report* menu in *Create* tab, a report will generate with added fields.

Step 8: Adjust the size of the fields in *Layout View*, and take a Print from *Print View*

Step 9: Save and Exit.

Output:



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07 February 2017

15:11:01

ID	Roll No	Student Name	Course	DOB	Address
1	101	Pavan	MSc	29-05-1987	Rajahmunday
2	102	Raghuram	MSc	15-04-1990	Warangal
3	103	Venkat	MBA	31-01-1990	Tirupathy
4	104	Prasanna	MSc	21-06-1983	Visakhapatnam
5	105	Sailaja	MSc	12-08-1985	Vijayawada
6	106	Santhoshi	MBA	21-08-1987	Hyderabad
7	107	Eeswar	MCA	06-10-1995	Hyderabad

Page 1 of 1

13) Demonstrate sort and filter options in access

Procedure:

Step 1: Go to start menu - programs - MS- Office and Click on Ms-Access

Step 2: Create a Table, give a name and save it.

Step 3: Select the column Name of the Student apply *Sort A to Z*; all the names will be arranged in alphabetical order from A to Z.

Step 4: Select the column Course and apply *Filter* option; only particular course that we have selected only will appear.

Step 6: the output is as shown in figure.

Step 7: Save and Exit

Output:

Original Table:

P - 13					
ID	Roll No	Student Name	Course	DOB	Address
1	101	Pavan	MSc	29-05-1987	Rajahmundry
2	102	Raghuram	MSc	15-04-1990	Warangal
3	103	Venkat	MBA	31-01-1990	Tirupathy
4	104	Prasanna	MSc	21-06-1983	Visakhapatnam
5	105	Sailaja	MSc	12-08-1985	Vijayawada
6	106	Santhoshi	MBA	21-08-1987	Hyderabad
7	107	Eeswar	MCA	06-10-1995	Hyderabad

On applying Sort option on Student Name:

P - 13					
ID	Roll No	Student Name	Course	DOB	Address
7	107	Eeswar	MCA	06-10-1995	Hyderabad
1	101	Pavan	MSc	29-05-1987	Rajahmundry
4	104	Prasanna	MSc	21-06-1983	Visakhapatnam
2	102	Raghuram	MSc	15-04-1990	Warangal
5	105	Sailaja	MSc	12-08-1985	Vijayawada
6	106	Santhoshi	MBA	21-08-1987	Hyderabad
3	103	Venkat	MBA	31-01-1990	Tirupathy

On applying Filter option on Course (Course – MSc)

P - 13					
ID	Roll No	Student Name	Course	DOB	Address
1	101	Pavan	MSc	29-05-1987	Rajahmundry
2	102	Raghuram	MSc	15-04-1990	Warangal
4	104	Prasanna	MSc	21-06-1983	Visakhapatnam
5	105	Sailaja	MSc	12-08-1985	Vijayawada

14) Illustrate the operation of queries in Access

Procedure:

Step 1: Go to start menu - programs - MS- Office and Click on Ms-Access

Step 2: Create a Table, give a name and save it.

Step 3: Click on *Query Design* menu in *Create* tab and add the table to Query

Step 4: Add the field names in the top row of the Query Box (Select from drop down list)

Step 5: Now, Apply queries in the criteria row of the Query Box

Step 6: If you want a list of students whose name starting with a letter say 'P' then write *Like "p*"* in the criteria box under student name and click on *Run* on design tab.

Step 7: If we want a list of students who born in the same month say august, then write *Like "*08*"* in the criteria box under DOB field and click on *Run* on design tab.

Step 8: In this way we can apply queries in Access

Step 9: Save the Query and Exit

Output:

Original Table:

P - 14					
ID	Roll No	Student Name	Course	DOB	Address
1	101	Pavan	MSc	29-05-1987	Rajahmundry
2	102	Raghuram	MSc	15-04-1990	Warangal
3	103	Venkat	MBA	31-01-1990	Tirupathy
4	104	Prasanna	MSc	21-06-1983	Visakhapatnam
5	105	Sailaja	MSc	12-08-1985	Vijayawada
6	106	Santhoshi	MBA	21-08-1987	Hyderabad
7	107	Eeswar	MCA	06-10-1995	Hyderabad

After apply Query: *student name starting with 'p'*

Query1					
ID	Roll No	Student Name	Course	DOB	Address
1	101	Pavan	MSc	29-05-1987	Rajahmundry
4	104	Prasanna	MSc	21-06-1983	Visakhapatnam

After apply Query: *student who born in the month of August (08)*

Query 2					
ID	Roll No	Student Name	Course	DOB	Address
5	105	Sailaja	MSc	12-08-1985	Vijayawada
6	106	Santhoshi	MBA	21-08-1987	Hyderabad

15) Demonstrate Import and Export of data in Access

Procedure:

Step 1: Go to start menu - programs - MS- Office and Click on Ms-Access

Step 2: Click on *blank database*, give a name and save it

Step 3: Click on *Excel* in *Import* menu in *External Data* tab.

Step 4: Select the Excel file from computer and precede further steps in import wizard. Choose the work sheet in the excel file, choose the column heading in next step, select the primary key in next step, and finally give a name and save it.

Step 5: Now we can see the imported table.

Step 6: In the same way, click on *Excel* in *Export* menu in *External Data* tab

Step 7: Specify the destination file and format and close.

Step 8: Now we can see the exported table in destination folder

Step 9: In this way import and Export between Excel and Access can be done.

Step 10: Same way we can also import and export tables to text files, word files, Access files and other modes of databases

Step 11: The output as follows

Output:

Imported data from excel (to access):

P - 15							
S NO	NAME OF THE EMPLOYEE	Basic salary	DA	HRA	PF	Grass Salary	Net Salary
1	MAHESH	10,000	12,500	2,400	1,200	24,900	23,700
2	RAMULU	12,000	15,000	2,880	1,440	29,880	28,440
3	NARESH	15,000	18,750	3,600	1,800	37,350	35,550
4	PRASANNA	10,000	12,500	2,400	1,200	24,900	23,700
5	SAILAJA	20,000	25,000	4,800	2,400	49,800	47,400
6	PAVAN	16,000	20,000	3,840	1,920	39,840	37,920
7	RAGHU	20,000	25,000	4,800	2,400	49,800	47,400
8	SATISH	10,000	12,500	2,400	1,200	24,900	23,700
9	SRINU	12,000	15,000	2,880	1,440	29,880	28,440
10	RADHA	15,000	18,750	3,600	1,800	37,350	35,550

Exported file to Excel(from access):

ID	Name of the player	type	runs	wickets	best
1	Sikhar Dhawan	Batsman	5200	28	186
2	Gowtham Gambhir	Batsman	4300	0	179
3	Rohit Sharma	Batsman	5617	14	212
4	Virat Kohli	Batsman	7149	28	195
5	M S Dhoni	Wicket Keeper	4318	0	190
6	Yuvraj Singh	All Rounder	6189	147	186
7	Ravi Chandar Aswin	All Rounder	2169	258	14/8
8	Ravinder Jadeja	All Rounder	3323	169	56/5
9	Umesh Yadav	Bowler	670	59	46/4
10	Md. Shami	Bowler	240	143	25/5
11	Bhuvaneshwar kumar	Bowler	359	120	18/3