

**SEMESTER: III**  
**COURSE: B.COM(P)**  
**PAPER: COMPUTER APPLICATIONS IN BUSINESS**  
**SKILL ENHANCEMENT COURSE**

**ASSIGNMENT QUESTIONS**

**Assignment 1 Prepare Identity Card in PowerPoint.**

 **UNIVERSITY OF DELHI**   
Delhi-110007













**Name** : **SHIVANK TRIPATHI**  
.....  
**Parent Name** : **S\*\*\*\*\*B. KUMAR. TRIPATHI**  
.....  
**Date of Birth** : **DD/MM/2000**  
.....  
**Roll No.** : **BCP/19/3286**  
.....  
**Course** : **B.COM 2nd Year**  
.....  
**Mobile No.** : **9532693282**  
.....  
**E-mail** : **bcp19.3286@sgndkc.du.ac.in**  
.....  
**Blood Group** :  
.....  
**Emergency Contact No.:** **9415\*\*\*\*\***  
.....

*Shivank*

*Shivank*

**Assignment 2** Individual Projects to Student on Different topics in PPT.

TOP 5 SOLAR POWER COMPANY IN 2018					
RANK	COMPANY	LOGO	REVENUE	COUNTRY	FLAG
1	CANADIAN SOLAR		\$3.7 BILLION	CANADA	
2	JINKO SOLAR		\$3.6 BILLION	CHINA	
3	TRINA SOLAR		\$3.0 BILLION	CHINA	
4	JA SOLAR		\$2.8 BILLION	CHINA	
5	LONGi SOLAR		\$2.3 BILLION	CHINA	




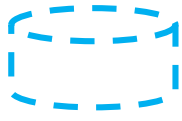



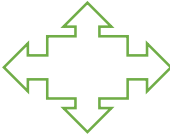
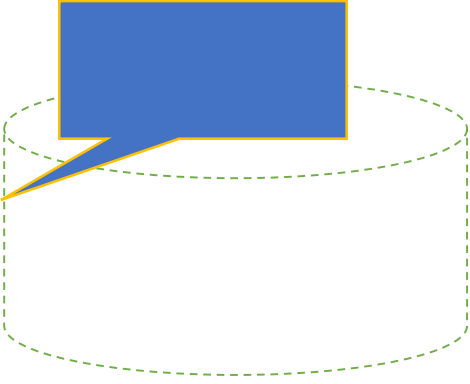


**Assignment 3** Individual Projects to Student on Different Countries in PPT.

**Assignment 4** Making of Bill in MS Word

<b>ALPHA GAMMA LTD.</b> 33, HSIDC, HISSAR, HARYANA <span style="float: right;">(-9532633202)</span>				
To, <b>Maruti Suzuki India Ltd.</b> Gurugram, HSIDC, Haryana		<b>Your order No. : 3286</b> <b>Dated: 02/09/2020</b>		
Invoice No.-3286				
S.NO	Particulars	Qty	Price	Amount
1.	Silencers	1000/-	3000/-	30,00,000/-
2.	Filters	300/-	100/-	30,000/-
	<i>Total</i>			30,30,000/-
(Rupees: Thirty lakh and thirty thousand only.)				
Terms and Conditions:  (a) All disputes within jurisdictional of Haryana Courts. (b) Goods once sold shall not be returned. (c) All prices are inclusive of taxes. (d) Transportation charges shall be borne by the buyer. <b>For Alpha Gamma Ltd.</b>  <b>(Authorized Signatory)</b>				

Assignment 5

Use of Table and insertion of symbols

SHIVANK	1				SHIVANK	LAWS
			z			
	Roll No. - 3286					
$\alpha$	Quick			$\div$	$\yen$	
$H_2SO_4$	$20^5$			®	$\Sigma$	
						
						
						

**Assignment 6 on VLOOKUP ()**

roll no	English	Hindi	Maths	S.Studies	Accounts	Total
1	23	95	53	89	49	309
2	2	68	65	35	23	193
3	31	4	68	58	26	187
4	2	17	91	13	95	218
5	54	15	15	83	93	260
6	1	66	50	49	79	245
7	76	19	96	70	34	295
8	65	80	53	56	66	320
9	70	46	75	3	73	267
10	97	71	7	44	39	258
11	1	85	1	83	83	253
12	84	62	27	55	61	289
13	66	72	69	33	93	333
14	56	36	27	83	81	283
15	50	63	49	90	43	295
16	14	72	47	19	78	230
17	59	64	13	100	11	247
18	21	45	10	7	33	116
19	48	13	56	17	39	173
20	10	45	65	62	11	193
21	60	55	62	20	20	217
22	2	80	47	24	36	189
23	10	52	2	48	80	192
24	11	6	43	82	81	223
25	71	95	42	23	83	314
26	9	72	25	49	61	216

27	94	61	95	33	81	364
28	85	90	31	91	89	386
29	1	20	49	86	37	193
30	97	51	84	50	84	366
31	32	92	95	47	80	346
32	5	60	84	100	32	281
33	17	93	96	25	20	251
34	4	41	15	87	24	171
35	26	44	16	95	51	232
36	44	22	75	7	48	196
37	17	61	2	61	9	150
38	95	74	76	74	25	344
39	87	13	35	48	33	216
40	90	65	45	51	58	309
41	39	11	45	40	26	161
42	9	23	20	70	94	216
43	49	31	17	94	95	286
44	26	88	36	74	14	238
45	40	88	22	19	24	193
46	38	42	80	25	31	216
47	85	45	80	17	42	269
48	33	94	10	38	52	227
49	46	40	66	93	86	331
50	2	7	65	1	84	159
51	64	10	39	32	61	206
52	74	81	54	5	99	313
53	24	47	57	53	6	187
54	85	46	6	6	39	182
55	32	79	35	44	25	215

56	94	100	3	82	39	318
57	60	41	95	40	56	292
58	52	21	87	39	7	206
59	100	58	99	64	84	405
60	95	15	66	60	18	254
61	63	18	37	66	31	215
62	72	86	85	42	57	342
63	2	89	69	21	52	233
64	91	14	27	90	71	293
65	60	86	22	75	53	296
66	84	93	13	11	30	231
67	37	27	35	93	85	277
68	6	15	70	96	86	273
69	78	99	4	36	26	243
70	24	45	15	9	20	113
71	85	77	53	9	1	225
72	36	97	66	20	75	294
73	74	12	34	21	98	239
74	65	94	55	25	83	322
75	24	84	42	1	79	230
76	40	55	67	65	41	268
77	60	42	4	28	63	197
78	37	18	9	37	49	150
79	10	82	69	39	51	251
80	61	5	34	7	99	206
81	23	36	51	81	39	230
82	67	53	86	61	66	333
83	72	24	91	39	60	286
84	21	22	6	36	48	133

85	98	82	3	29	89	301
86	77	50	92	60	50	329
87	80	35	86	52	85	338
88	15	40	66	30	13	164
89	68	23	69	78	25	263
90	51	77	29	39	74	270
91	91	1	4	50	74	220
92	68	5	68	15	13	169
93	8	34	57	57	54	210
94	13	83	29	47	92	264
95	59	79	93	70	54	355
96	65	60	71	40	88	324
97	20	94	13	28	82	237
98	30	34	4	35	70	173
99	72	65	42	59	6	244
100	87	34	92	58	8	279

Roll No	English	Hindi	Maths	S.Studies	Accounts	Total
2	2	68	65	35	23	193



## Assignment 7 Payroll

23%

E.CODE	NAME	CAT	BASIC PAY	DA	HRA	CCA	NO. OF CHILDREN	CEA	GROSS
1	HIMANSHU JAIN	A	35445	8152	7089	7798	2	1600	60084
2	KARAN	C	30466	7007	12186	8530	5	2400	60589
3	PANKAJ KUMAR	C	47815	10997	19126	13388	4	2400	93726
4	SAKSHAM GARG	C	40026	9206	16010	11207	5	2400	78849
5	SHIVANK TRIPATHI	A	30929	7114	6186	6804	5	2400	53433
6	SURAJ RAWAT	B	31450	7234	9435	7548	4	2400	58067
7	NEHA	B	44660	10272	13398	10718	3	2400	81448
8	ABHISHEK	A	44661	10272	8932	9825	4	2400	76090
9	RAHUL	A	33304	7660	6661	7327	1	800	55752
10	SNEHA	C	35563	8179	14225	9958	4	2400	70325

	IF()	VLOOKUP()
CAT	HRA	CCA
A	20%	22%
B	30%	24%
C	40%	28%

### Assignment 8 on Loan Sheet

LOAN	10000			
RATE	12%	P.A.	1.00%	RATE PER MONTH
TIME	1	Years	12	MONTHS

MONTH	INTEREST	PRINCIPAL	INSTALLMENT	PMT
1	(₹100)	(₹788)	(₹888)	(₹888)
2	(₹92)	(₹796)	(₹888)	
3	(₹84)	(₹804)	(₹888)	CUMPRINC
4	(₹76)	(₹812)	(₹888)	-₹2,413
5	(₹68)	(₹821)	(₹888)	
6	(₹60)	(₹829)	(₹888)	CUMIPMT
7	(₹51)	(₹837)	(₹888)	-₹252
8	(₹43)	(₹845)	(₹888)	
9	(₹35)	(₹854)	(₹888)	
10	(₹26)	(₹862)	(₹888)	
11	(₹18)	(₹871)	(₹888)	
12	(₹9)	(₹880)	(₹888)	
	(₹662)	(₹10,000)	(₹10,662)	

**Assignment 9 on Payroll.**

DESIGNATION	MONTH & YEAR	CAT.	IS HRA TO BE PAID	BASIC	TA	CCA	DP	DA	HRA	GROSS	ESI	PF	
MANAGER	Jan-20	A	Y	25000	5000	1000	13000	15580	12540	72120	1442	7212	5
SUPERVISIOR	Jan-20	B	N	20000	4000	800	10400	12464	0	47664	953	4766	3
WORKER	Jan-20	C	Y	15000	3000	500	7800	9348	7524	43172	863	4317	3
WORKER	Jan-20	C	N	15000	3000	500	7800	9348	0	35648	713	3565	2
SUPERVISIOR	Jan-20	B	Y	20000	4000	800	10400	12464	10032	57696	1154	5770	4
MANAGER	Jan-20	A	N	25000	5000	1000	13000	15580	0	59580	1192	5958	4
SUPERVISIOR	Jan-20	B	Y	20000	4000	800	10400	12464	10032	57696	1154	5770	4
MANAGER	Jan-20	A	N	25000	5000	1000	13000	15580	0	59580	1192	5958	4
WORKER	Jan-20	C	Y	15000	3000	500	7800	9348	7524	43172	863	4317	3
SUPERVISIOR	Jan-20	B	N	20000	4000	800	10400	12464	0	47664	953	4766	3




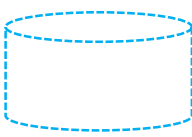



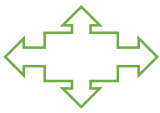

**Assignment 10 on Salary Slip.**

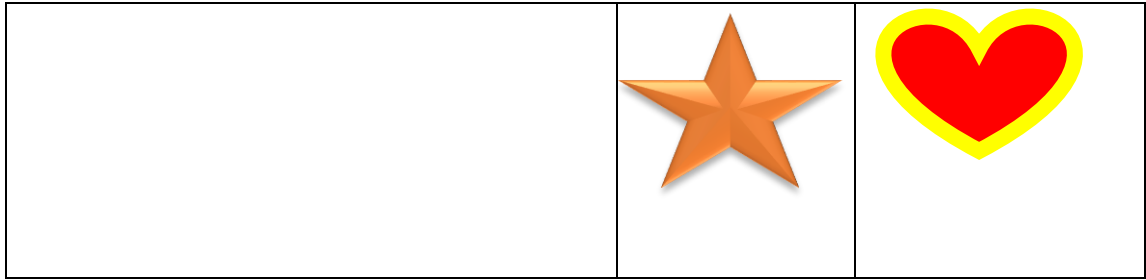
									0.52	0.4
EMP. CODE	EMP NAME	DESIGNATION	MONTH & YEAR	CAT.	IS HRA TO BE PAID	BASIC	TA	CCA	DP	DA
3286	SHIVANK TRIPATHI	MANAGER	Jan-20	A	Y	₹25,000	₹5,000	₹1,000	₹13,000	₹15,580
3287	SAKSHAM GARG	SUPERVISOR	Jan-20	B	N	₹20,000	₹4,000	₹800	₹10,400	₹12,400
3288	PANKAJ KUMAR	WORKER	Jan-20	C	Y	₹15,000	₹3,000	₹500	₹7,800	₹9,300
3289	HIMANSHU JAIN	WORKER	Jan-20	C	N	₹15,000	₹3,000	₹500	₹7,800	₹9,300
3290	SURAJ RAWAT	SUPERVISOR	Jan-20	B	Y	₹20,000	₹4,000	₹800	₹10,400	₹12,400
3291	KARAN	MANAGER	Jan-20	A	N	₹25,000	₹5,000	₹1,000	₹13,000	₹15,580
3292	NEHA	SUPERVISOR	Jan-20	B	Y	₹20,000	₹4,000	₹800	₹10,400	₹12,400
3293	AMAN	MANAGER	Jan-20	A	N	₹25,000	₹5,000	₹1,000	₹13,000	₹15,580
3294	ANIL	WORKER	Jan-20	C	Y	₹15,000	₹3,000	₹500	₹7,800	₹9,300
3295	ARJUN	SUPERVISOR	Jan-20	B	N	₹20,000	₹4,000	₹800	₹10,400	₹12,400
<b>TOTAL</b>						<b>₹2,00,000</b>	<b>₹40,000</b>	<b>₹7,700</b>	<b>₹1,04,000</b>	<b>₹1,24,000</b>

EMPLOYEE CODE	3286		EMPLOYEE NAME	SHIVANK TRIPATHI	
DESIGNATION	MANAGER		MONTH & YEAR	Jan-20	
CATEGORY	A		HRA PAID OR NOT	Y	
EARNINGS			DEDUCTIONS		
BASIC PAY	₹25,000		ESI	₹1,442	
TA	₹5,000		PROVIDENT FUND	₹7,212	
CCA	₹1,000		INCOME TAX	₹5,770	
DP	₹13,000				
DA	₹15,580				
HRA	₹12,540		TOTAL DEDUCTION	₹14,424	
GROSS	₹72,120		NET SALARY	₹57,696	

# CLASS TEST

## Exercise 2

RAJIV	1					RAJIV	<del>LAWS</del>
		Z					
	V						
$\alpha$	Quick					∴	¥
$H_2SO_4$	$20^5$					®	$\Sigma$
							
							
							



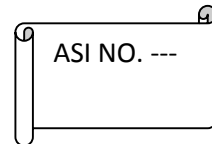
### Exercise 3

## Alloy Steel India Ltd.

*A Statement of materials is prepared for every item of raw material.*

**This statement is useful in providing:**

**The format of the statement is given below:**



### Statement of Raw Material

Item Code: \_\_\_\_\_ Name of Item: \_\_\_\_\_



567834445

Date	Particulars	Receipts			Issues		
		Qty	Price	Total	Qty	Price	Total
.	∞	.	£22				
	α		€ 3				

<b>Total</b>							
		<i>Balance c/d</i>					

#### Exercise 4

To,

Date: 17<sup>th</sup> Nov, 2020

<< Title>> <<First Name>> <<Last Name>>

<<Address>>

<<City>>

Dear Sir,<<Sir/Madam>>,

You are hereby informed that you have been selected for the <<Course title>>. You are requested to report to Room No. 9, on << Date>>

,Commerce Department, Delhi University. The course fee is Rs. << Amount >>.

Thanking you,

Course Coordinator

<Insert Watermark of your name>

### Exercise 6

MS Access Create a Database **Employee Info** in MS-Access with the following tables.

**Employee Table** with the following record structure: **Data Type**

**Field Name**

EmpId	Number
Name	Text
Address	Text
Date of Appointment	Date/time
Department	Lookup Wizard



## Exercise 5

### INVOICE



<Insert your Name> **FURNITURE STORE**

**GSTIN: 07PTAFF9867H1Z4 ,**

**PAN No. <Insert your Roll No.> \_\_\_\_\_**

**OFF: -<your Residential Address>**

**Email-<Insert your E-mail id>**

**Phone: <Insert your Mobile No.>**

**Client Name: <Insert Your School Name>**

**Invoice Date: <Insert your Date of Birth>**

**Address: H-15, Sarita Vihar, New Delhi 110076**

**Invoice No: Assign-14/2020**

**GSTIN: ASD 07PDUJS4678K1Z4**

S. No	Description	Qty	Rate	Amount
1	<Insert Item Name>	<Insert>	<Insert>	<Insert>
2	<Insert Item Name>	<Insert>	<Insert>	<Insert>
3	<Insert Item Name>	<Insert>	<Insert>	<Insert>
4	<Insert Item Name>	<Insert>	<Insert>	<Insert>
<b>Total Value</b>				<b>&lt;Insert&gt;</b>
			<b>Add : CGST</b>	2 %
			<b>Add : SGST</b>	2 %
<b>Grand Total</b>				<b>&lt;Insert&gt;</b>

**Amount in Words: \_<Insert>\_\_\_\_\_**

For <Insert your Name> **FUNITURE STORE**

Authorised Signature

**Salary Table** with the following record structure:

**Data Type**

**Field Name**

EmpId

Number

SalarySlipNo

Number

Basic

Currency

DA

Currency

TA

Currency

### Conditions

1. Enter Primary Key for both tables. Set an appropriate relation between these two tables.
2. Prepare suitable Forms to enter 10 records each in Employee Table and Salary Table.
3. Enter the name of ONE employees as NITIN.
4. Ensure validation that the Basic salary paid in Salary Table is not less than Rs. 20000/-.
5. If this validation is violated, give a suitable message.
6. Bring out the record of employees whose name start with “N” and ends with “N” character, using wild card.
7. Bring out the complete record of employees whose name starts has FOUR characters.
8. Bring out the record of employee whose Department is “Finance”.
9. Bring out the record of employees whose Date of Appointment after 1/1/2010.
10. Prepare a report containing Name, Address, Department and DA.

### Exercise 7 on Loan Sheet

COST OF CAR	₹10,00,000	NO. OF MONTHS PER YEAR	12	TOTAL AMOUNT PAID	(₹8,00,800)
DOWN PAYMENT	₹4,00,000	INTERST RATE(YEARLY)	12%	AMOUNT BORROWED	₹6,00,000
LOAN AMOUNT	₹6,00,000	INTEREST RATE(MONTHLY)	1.00%	TOTAL INTEREST PAID	₹2,00,800
MONTHLY INSTALMENT	(₹13,347)	REPAYMENT PERIOD(YRS.)	5		
		TOTAL MONTHS	60		

NO. OF MONTHS	INTEREST PAID
1	(₹6,000)
2	(₹5,927)
3	(₹5,852)
4	(₹5,777)
5	(₹5,702)
6	(₹5,625)
7	(₹5,548)
8	(₹5,470)
9	(₹5,391)
10	(₹5,312)
11	(₹5,231)
12	(₹5,150)

COST OF CAR	DOWN PAYMENT	ROI	REPAYMENT PERIOD
₹5,00,000	₹1,00,000	8%	1
₹6,00,000	₹2,00,000	9%	2
₹7,00,000	₹3,00,000	10%	3
₹8,00,000	₹4,00,000	11%	4
₹9,00,000	₹5,00,000	12%	5
₹10,00,000	₹6,00,000	13%	6
₹11,00,000	₹7,00,000	14%	7
₹12,00,000	₹8,00,000	15%	8
₹13,00,000	₹9,00,000	16%	9
₹14,00,000	₹10,00,000	17%	10