## Surendranath College

### Notice to the students of B. Com. Semester III (both Hons. and Gen.)

All B. Com. Semester III (both Honours and General) students appearing for ensuing B. Com. Semester III Examination, 2020 are asked to submit "Information Technology and its application in Business" [SEC3.1Chg-M2] Project Work for Practical Portion on the basis of the following guidelines, the Project Work to be converted into single and а PDF to be uploaded at snc.bcom.sem3.itproject@gmail.com within 06.03.2021. The casual students, who have appeared in the B. Com. Semester III Examination, 2018 and/or 2019, but not able to pass in the Practical part or not appeared, have to submit the project. But those who have passed in Practical part but failed in Theory part need not to submit the project. Any submission after the above mentioned date will not be considered and to be treated as ABSENT.

Further the Internal Assessment only for regular students who have not appeared in the Internal Assessment in any earlier year will be done within the first week of March, 2021 in Google Form.

**By Order** 

# SURENDRANATH COLLEGE



Information Technology and its application in Business PROJECT

NAME:

**STREAM: B.COM (HONOURS/GENERAL)** 

**University ROLL NO:** 

**REGISTRATION NO:** 

**SUBJECT- INFORMATION TECHNOLOGY** 

**ASSISGNMENT ASSIGNED BY- NAZMUN NAHAR** 

**STUDENT'S SIGNATURE** 

**TEACHER'S SIGNATURE** 

## CONTENTS

#### \* PRACTICAL ASSIGNMENTS IN MS-Word:-

- ✓ Screenshot and labelling.
- ✓ Page border having margin 1.5" in left and 1" in top, right, left sides.
- Paragraph with font Times New Romans of 12 and Drop cap feature with picture appearing over the text.
- ✓ List using Identation feature.
- ✓ Flowchart.
- ✓ SmartArt.
- ✓ Marksheet.

#### ✤ PRACTICAL ASSIGNMENTS IN MS-Excel:-

- $\checkmark$  Security threats with 5 to 10 slides.
- ✓ Marksheet of student's details of Annual examination.
- ✓ Calculation of total value, average and MOD.
- ✓ Calculation of % of students for each college and plotting it with Cylindrical plot.
- ✓ Details of students with Bar graph respect to primary axis and % with Line graph respect to secondary axis.
- ✓ Spreadsheet using "COUNT IF (range,criteria formula)"

#### OR

### **YOU CAN USE TABLE**



### **IT RELATED TOPIC**

### **DATABASE MANAGEMENT SYSTEM (DBMS)**

DBMS makes it possible for end users to create, read, update and delete data in a database. The DBMS essentially serves as an interface between the database and end users or application programs, ensuring that data is consistently organised and remains easily accessible.

The DBMS manages three important things: the data, the database engine that allows data to be accessed, locked and modified—and the database schema, which defines the database's logical structure. These three foundational elements help provide concurrency, security, data integrity and uniform administration procedures. Typical database administration tasks supported by the DBMS include change management, performance monitoring/tuning and backup and receivery. Many database management systems are also responsible for automated rollbacks, restarts and recovery as well as the logging and auditing of activity.

The DBMS is perhaps most useful for providing a centralised view of data that can be accessed by multiple users, from multiple locations, in a controlled manner. A DBMS can limit what data the end use sees, as well as how that end user can view that data, providing many views of a single database schema. End users and software programs are free from having to understand where the data is physically located or on what type of storage media it resides because the DBMS handles all requests.

The DBMS can offer both logical and physical data independence. That means it can protect users and applications from needing to know where data is stored or having to be concerned about changes to the physical structure of data (storage and hardware). As long as programs use the application programming interface (API) for the database that is provided by the DBMS, developers won't have to modify programs just because changes have been made to the database.

With relational DBMSs (RDBMSs), this API is SQL, a standard programming language for defining, protecting and accessing data in a RDBMS.

#### UPTO 5 PAGE.(ANY TOPIC RELATED TO IT)

### **LIST USING IDENTATION FEATURE**

### > SOFTWARE

### **O SYSTEM SOFTWARE**

- ✓ OPERATING SYSTEM
- ✓ COMPLIER
- ✓ INTERPRETER

### **o APPLICATION SOFTWARE**

- ✓ MICROSOFT OFFICE 2007
  - MS Word
  - MS Excel
  - MS Power Point

### > HARDWARE

#### ○ I/O DEVICE

- MONITOR
- KEYBOARD
- MOUSE

#### **O SYSTEM UNIT**

- CPU
- MOTHERBOARD
- HARDDISK

### **FLOW CHART**





**SMART ART** 

### • U CAN CHOSSE ANY SMART ART AND INSERT DATA IN THE SHAPES(CIRCLE)

## PREPARE A MARKSHEET OF MP/HS AS LOOK LIKE ORIGINAL MARKSHEET (USEING DRAW TABLE FEATURE)

## **PREPARE YOUR BIO DATA**

## EXCEL

## LOOK AT TABLE FORMAT & FORMULA BAR(PREPARE USING SPREEDSHEET AS LOOK LIKE BELOW)

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## FIRST FIND OUT PERCENTAGE AFTER THAT GO TO INSERT IN MENU BAR AND SELECT COLUMN CHART(DO THIS AFTER SELECTING THE PARTICULAR COLLEGE)



## (LOOK AT THE FORMULA BAR VERY CAREFULLY AND THEN APPLY FORMULA AFTER MAKING THE TABLE.)

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