

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 a single PDF and 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

ASSIGNMENT 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 Indentation feature.
- ✓ Flowchart.
- ✓ SmartArt.
- ✓ Marksheet.

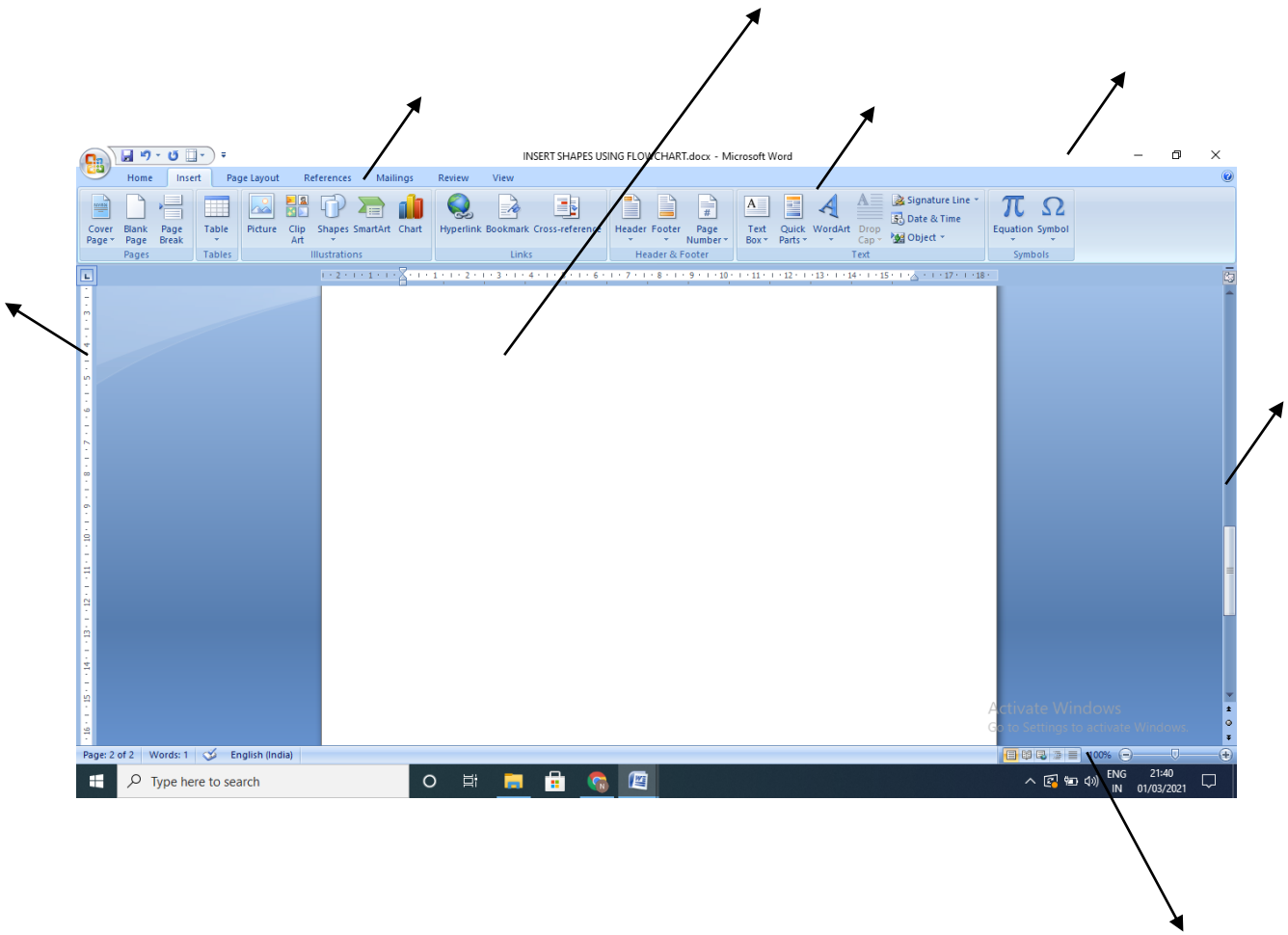
❖ PRACTICAL ASSIGNMENTS IN MS-Excel:-

- ✓ 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

TAKE A SCREENSHOT AND GIVE NAME AT DENOTED PLACE



IT RELATED TOPIC

DATABASE MANAGEMENT SYSTEM (DBMS)

A 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 recovery. 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 user 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

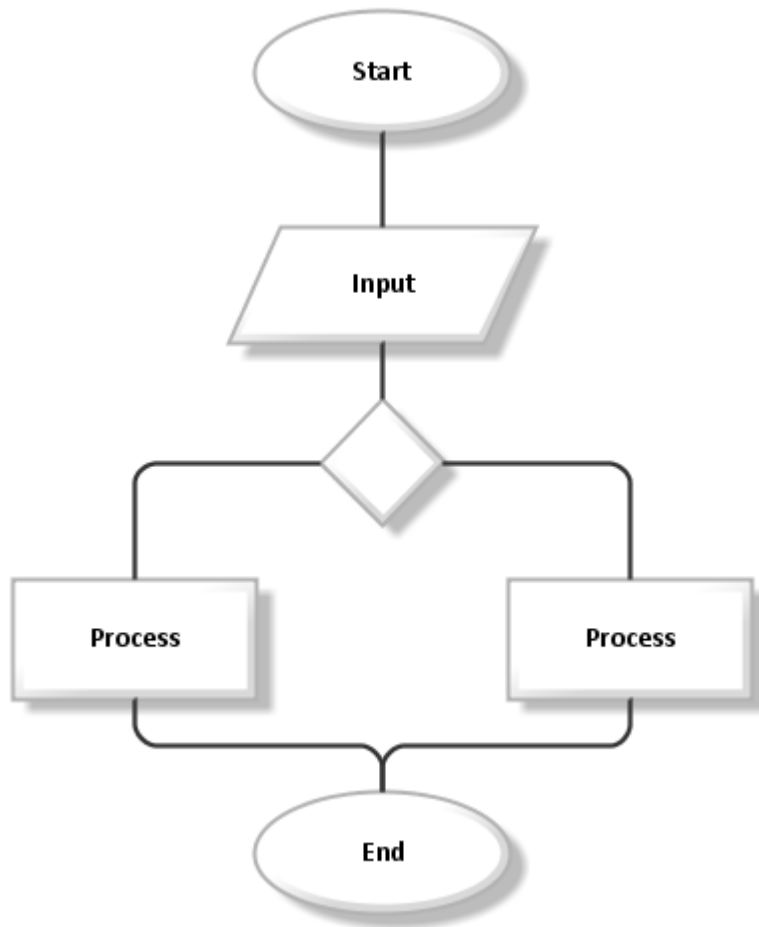
➤ **SOFTWARE**

- **SYSTEM SOFTWARE**
 - ✓ **OPERATING SYSTEM**
 - ✓ **COMPLIER**
 - ✓ **INTERPRETER**
- **APPLICATION SOFTWARE**
 - ✓ **MICROSOFT OFFICE 2007**
 - **MS Word**
 - **MS Excel**
 - **MS Power Point**

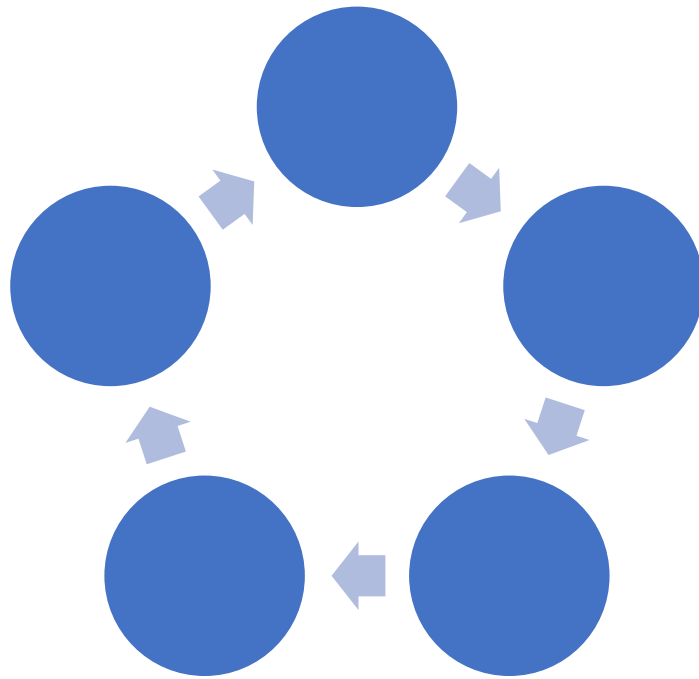
➤ **HARDWARE**

- **I/O DEVICE**
 - **MONITOR**
 - **KEYBOARD**
 - **MOUSE**
- **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 SPREADSHEET AS LOOK LIKE BELOW)

FORMULA BAR

STUDENTS DETAIL OF ANNUAL EXAMINATION.xlsx - Microsoft Excel

Home Insert Page Layout Formulas Data Review View

Clipboard Font Alignment Number Styles Cells Editing

Formula Bar: $=SUM(C6+F6+G6+H6)$

STUDENT'S DETAILS OF ANNUAL EXAMINATION										
ROLL.NO	NAME	SUBJECTS							TOTAL	PERCENTAGE
		MATHS	IT		ECONOMICS	ACCOUNTANCY	TOTAL			
			THEORY	PRACTICAL						
1	AYAN SANI	80	68	20	88	85	90	343	85.75%	
2	BIMAL DAS	75	65	15	80	88	88	331	82.75%	
3	RAJU SINGH	76	67	18	85	72	72	305	76.25%	
4	SURESH MONDAL	72	62	19	81	79	79	311	77.75%	
5	BIPUL SEN	69	64	17	81	80	80	310	77.50%	

FIRST SELECT HERE PERCENTAGE

PERCENTAGE FORMULA

STUDENTS DETAIL OF ANNUAL EXAMINATION.xlsx - Microsoft Excel

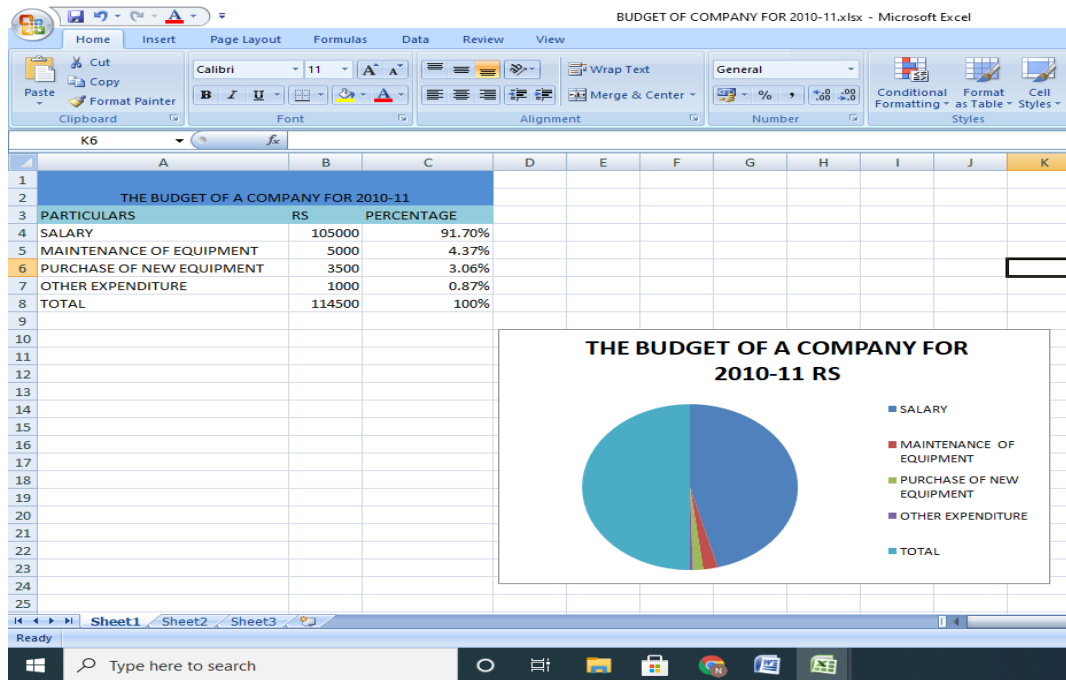
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Clipboard Font Alignment Number Styles Cells Editing

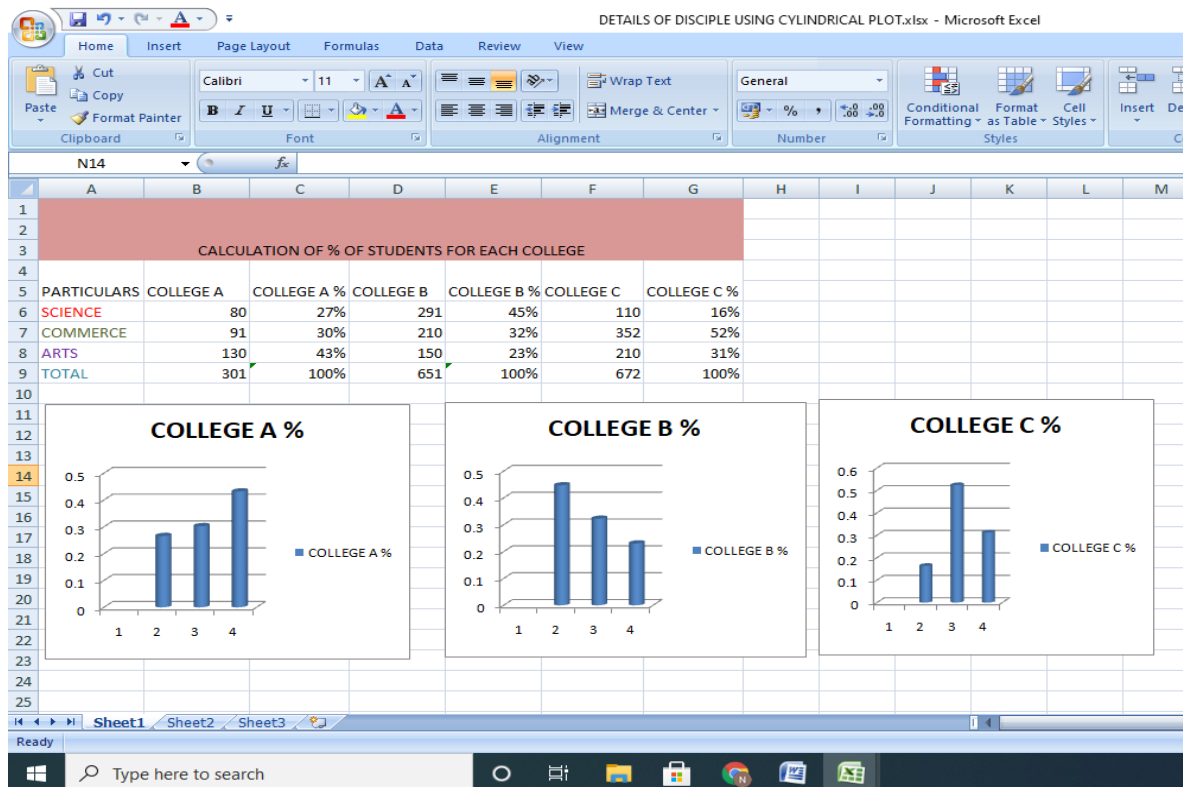
Formula Bar: $=18/400$

STUDENT'S DETAILS OF ANNUAL EXAMINATION										
ROLL.NO	NAME	SUBJECTS							TOTAL	PERCENTAGE
		MATHS	IT		ECONOMICS	ACCOUNTANCY	TOTAL			
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FIRST FIND OUT PERCENTAGE AFTER THAT GO TO INSERT IN MENU BAR AND SELECT PIE CHART (DO THIS AFTER SELECTING THE WHOLE TABLE)



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.)

The screenshot shows an Excel spreadsheet with the following data:

SALES REP	STATE	SALES
RAVI	MN	\$ 100.00
MINAL	GA	\$ 200.00
RAHUL	CA	\$ 162.00
JIM	MN	\$ 45.00
STEVE	WA	\$ 65.00
JIM	MN	\$ 420.00
RAVI	WA	\$ 90.00

RESULT USING "COUNTIF(RANGE,CRITERIA)"		
COUNT OF SALES OVER \$ 100		3
COUNT OF SALES OVER \$ 80		5
COUNT OF SALES BY RAVI		2
COUNT OF SALE IN MN		3

The screenshot shows the same Excel spreadsheet, but the formula bar now displays =COUNTIF(A4:A10,"RAVI"). The summary table results are as follows:

RESULT USING "COUNTIF(RANGE,CRITERIA)"		
COUNT OF SALES OVER \$ 100		3
COUNT OF SALES OVER \$ 80		5
COUNT OF SALES BY RAVI		2
COUNT OF SALE IN MN		3

The screenshot shows the same Excel spreadsheet, but the formula bar now displays =COUNTIF(B4:B10,"MN"). The summary table results are as follows:

RESULT USING "COUNTIF(RANGE,CRITERIA)"		
COUNT OF SALES OVER \$ 100		3
COUNT OF SALES OVER \$ 80		5
COUNT OF SALES BY RAVI		2
COUNT OF SALE IN MN		3