PERIYAR UNIVERSITY

(NAAC 'A++' Grade with CGPA 3.61 (Cycle - 3)
State University - NIRF Rank 59 - NIRF Innovation Band of 11-50)
SALEM - 636 011

CENTRE FOR DISTANCE AND ONLINE EDUCATION
(CDOE)

BACHELOR OF BUSINESS ADMINISTRATION
SEMESTER - III

COMPUTER APPLICATIONS IN BUSINESS
(2023- 0204 Onwards)

PERIYAR UNIVERSITY

CENTRE FOR DISTANCE AND ONLINE EDUCATION (CDOE)

B.B.A 2024 admission onwards

SEMESTER III

Prepared by:

Mr.R.MEIYAZHAGAN
Assistant Professor
Department of Computer Science
Vysya College
Salem - 636103

COURSE OBJECTIVE:

1. To acquire knowledge on editor, spread sheet and slide preparation.

2. To improve creative thinking in presentation software.

LIST OF PROGRAMS:

I. MS-WORD

1. Text Manipulation: Write a paragraph about your institution and Change the font size and type, Spell check,Aligning and justification of Text.

2. Bio data: Prepare a Bio-data.

3. Find and Replace: Write a paragraph about yourself and do the following. Find and Replace - Use NumberingBullets, Footer and Headers.

4. Tables and manipulation: Creation, Insertion, Deletion (Columns and Rows). Create a mark sheet.

5. Mail Merge: Prepare an invitation to invite your friends to your birthday party. Prepare at least five letters.

II. MS-EXCEL

1. Data sorting-Ascending and Descending (both numbers and alphabets).

2. Mark list preparation for a student.

3. Individual Pay Bill preparation.

4. Invoice Report preparation.

5. Drawing Graphs. Take your own table.

III. MS-POWERPOINT

1. Create a slide show presentation for a seminar.

2. Preparation of Organization Charts.

3. Create a slide show presentation to display percentage of marks in each semester for all students

(1) Use bar chart (X-axis: Semester, Y-axis: % marks).

(2) Use different presentation template different transition effect for each slide.

IV. Tally Software Essential

V. Google Forms and how to create questions and Sharing to Others.

MS-WORD

EX.NO 1. Text Manipulation: Write a paragraph about your institution and Change the font size andtype, Spell check, Aligning and justification of Text.

AIM :

To write a paragraph about your institution and Change the font size and type, Spell check, Aligningand justification of Text.

PROCEDURE:

Step1: Start the process

Step2: Open MS-Word by using the command start -->All programs -->Microsoft Office--> MS-Word 2007.

Step3: Type the paragraph about your institution and change the following

i). Font size: Select the text in paragraph and goto font size option or Ctrl + }, Ctrl + {

ii). Font style: Select the text in paragraph and goto font style option or Ctrl+shift+f

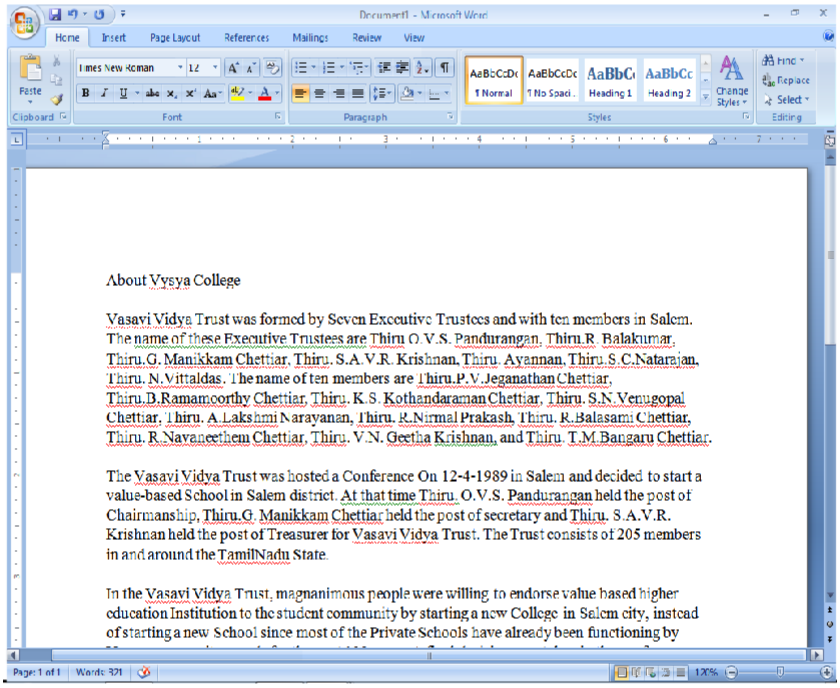
iii).Spell Check: Select the text in paragraph and Tools menu-->Spelling and Grammar (F7)

iv). Text Alignment : Select the text in paragraph goto the alignment option or use Ctrl+l, Ctrl+r,Ctrl+j for Left, Right, Justify

Step4: Save the document .

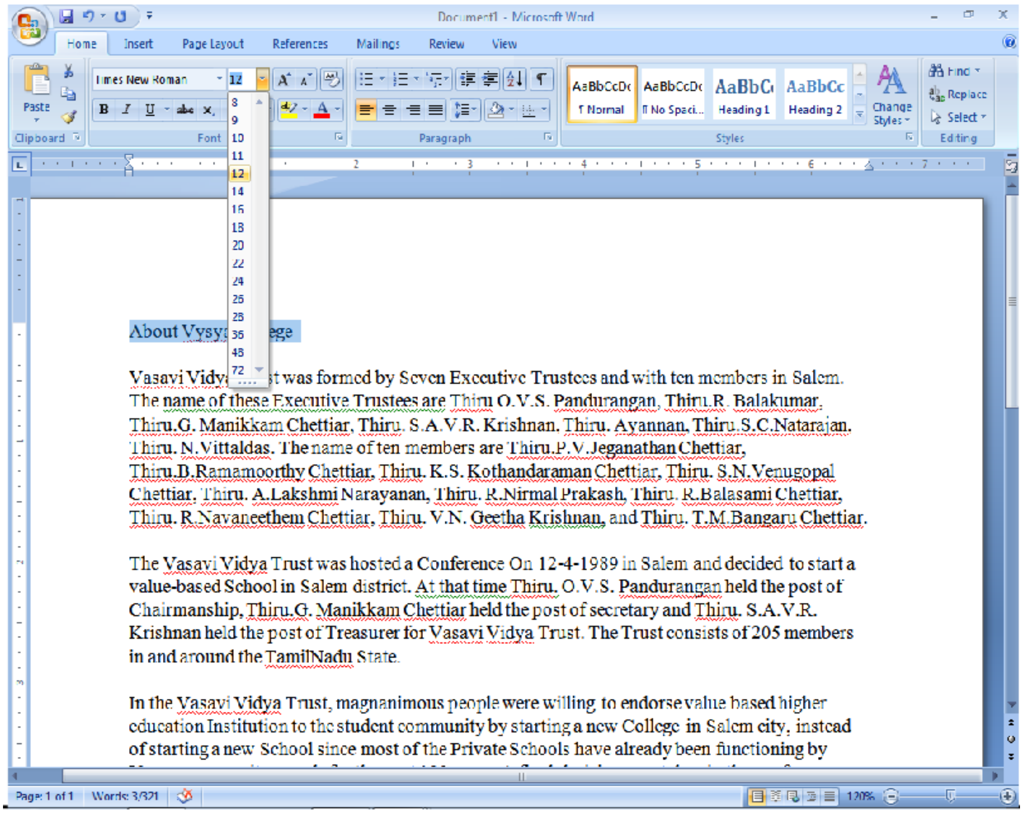
Step5: Close the MS office application.

SCREEN SHOTS

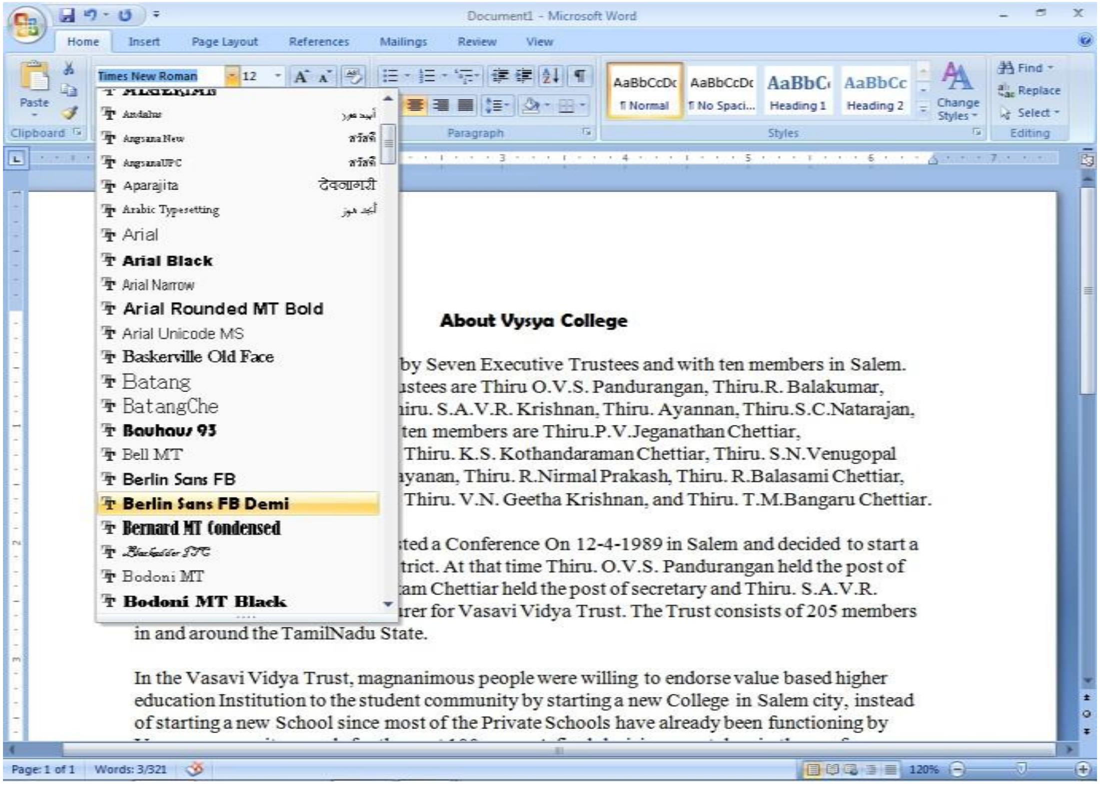


NEW DOCUMENTATION:

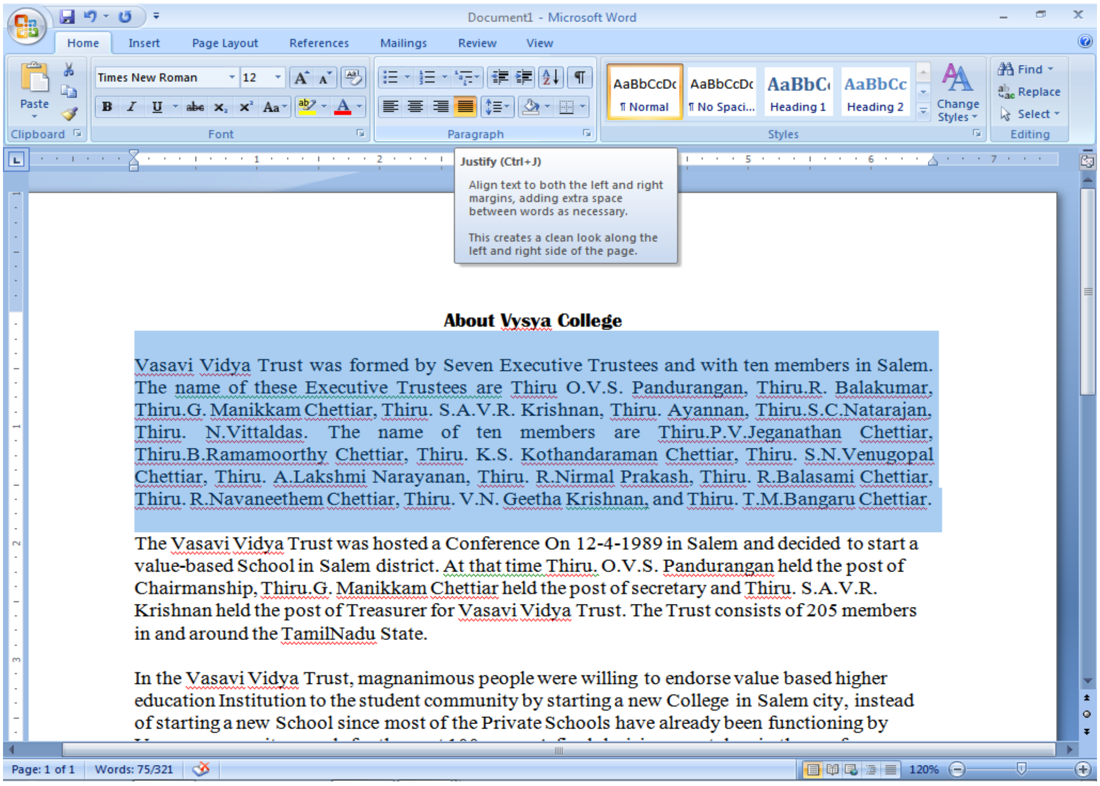
FONT SIZE



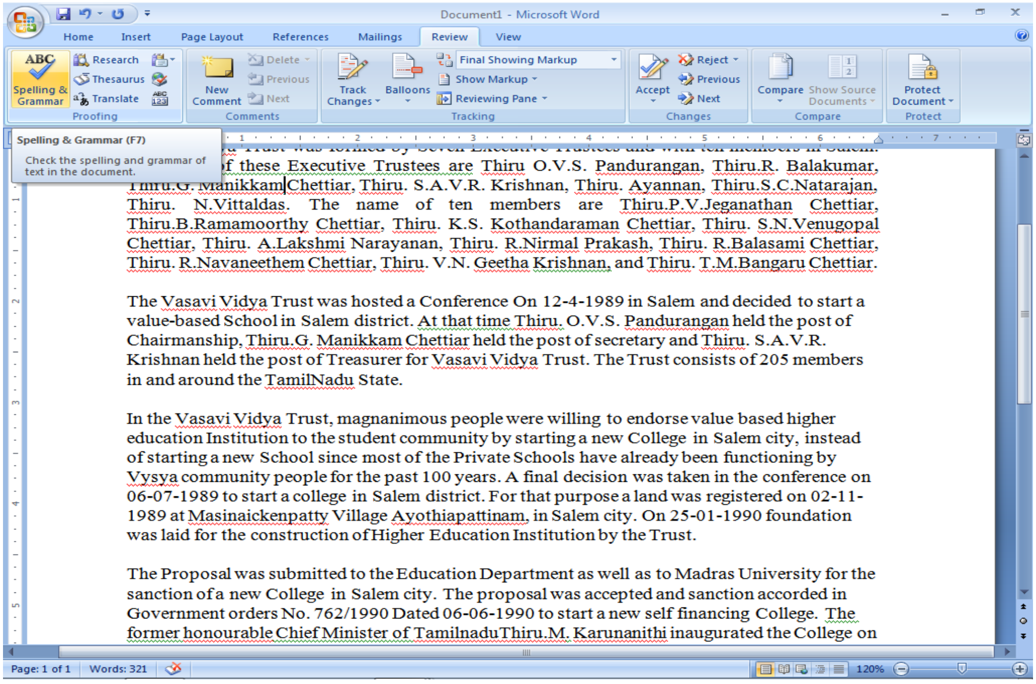
FONT STYLE

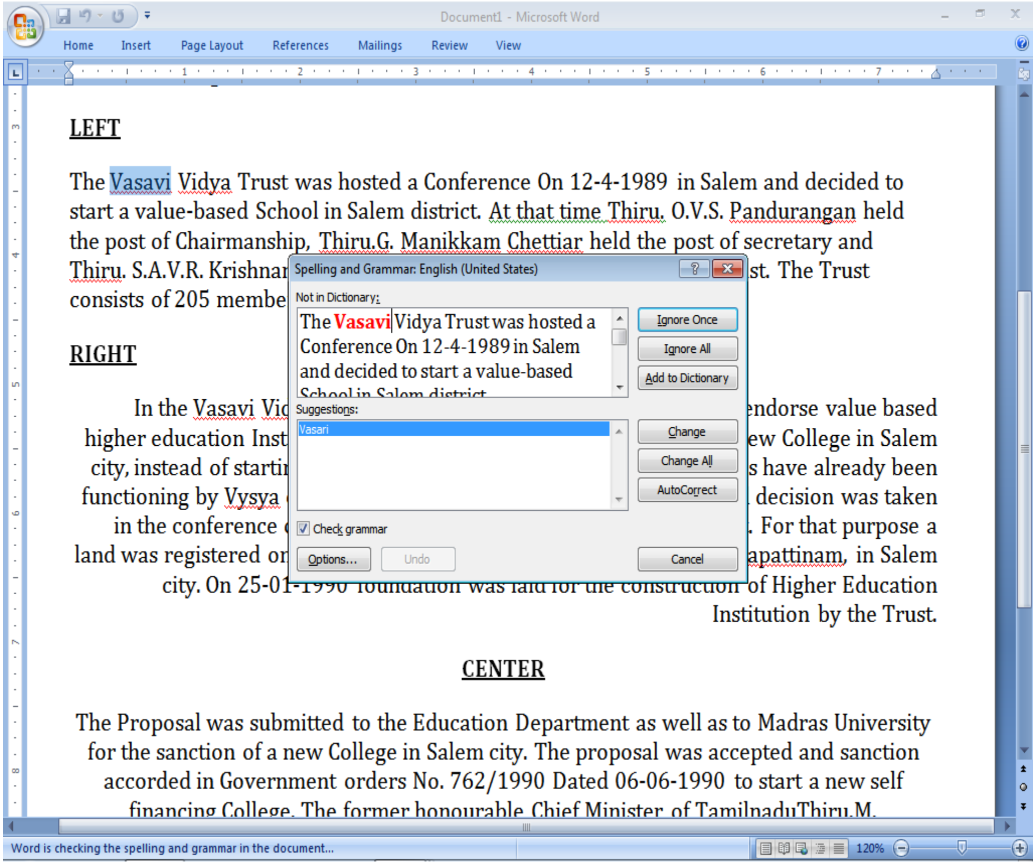


ALIGNMENT:JUSTIFY



SPELLCHECKING





Result:

Thus the above text manipulation to create about your institution and Change the font size and type, Spell check, Aligning and justification of Text has been successfully verified

EX.NO 2: BIO DATA: PREPARE A BIO-DATA.

AIM:

To prepare the bio data using by MS Word.

PROCEDURE:

Step 1: Start the process

Step 2: Open MS-Word by using the command start -->All programs -->Microsoft Office--> MS-Word 2007.

Step 3: Give the title with center alignment.

Step 4: Create Objective using bullets and bold the word.

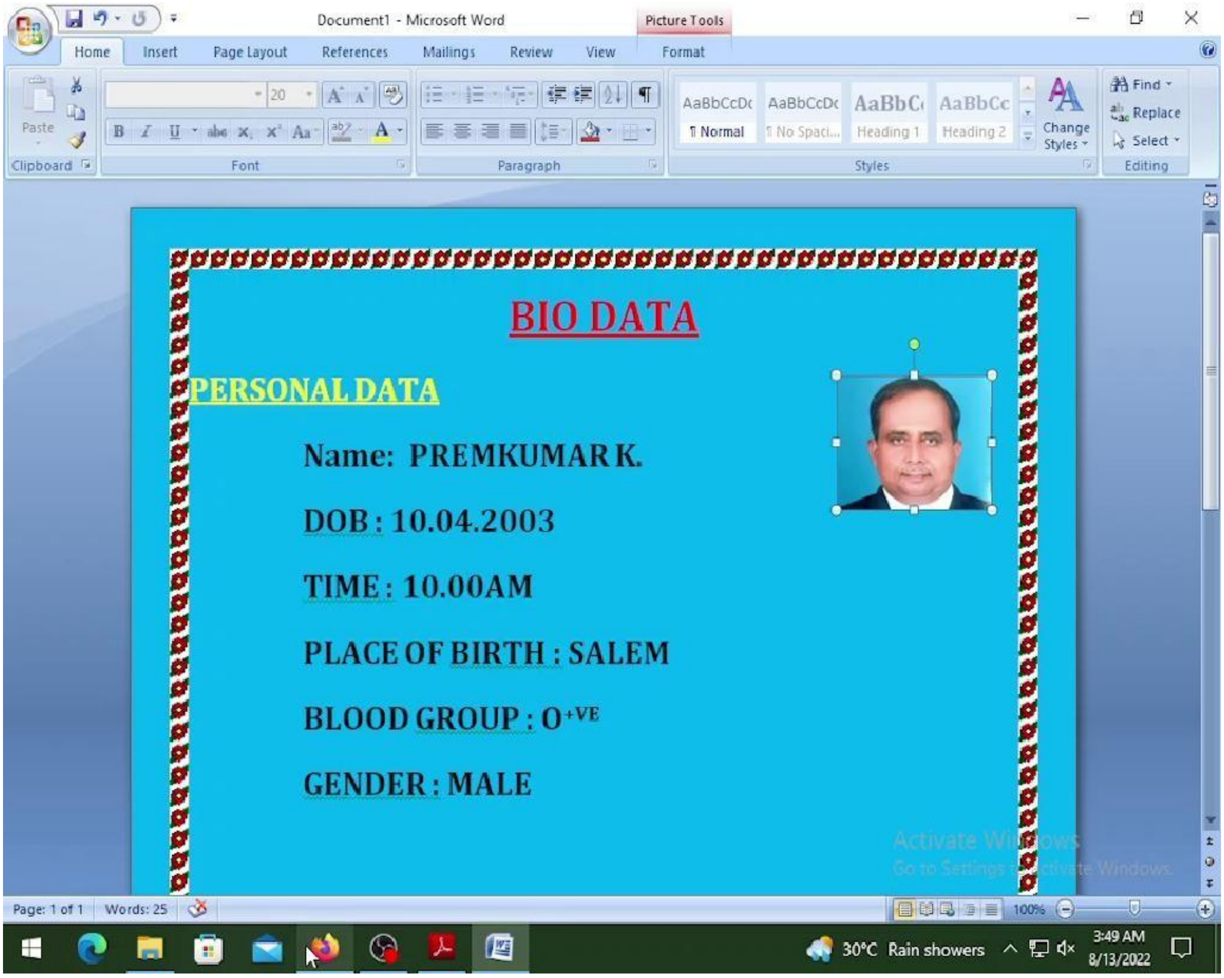
Step 5: bio data document will include basic details such as your name, gender, date of birth, address, the names of your parents and your email address. You'll also want to include information about your hobbies, passions, what you're good at and anything else you think the employer might need to understand you as a person.

Step 6: Enter the information to bio data with alignment.

Step 7: Save the document.

Step 8: Stop the process.

SCREEN SHOT ENTERING BIO DATA



RESULT:

Thus the above bio data has been has been successfully created using MS.

EX.NO : 3. Find and Replace: Write a paragraph about yourself and do the following. Find and Replace - Use Numbering Bullets, Footer and Headers.

AIM :

To create a paragraph about yourself and do the following. Find and Replace - Use Numbering Bullets, Footer and Headers.

PROCEDURE:

Step 1: Start the process

Step 2 : Open MS-Word by using the command start □ All programs □ Microsoft Office□ MS□ Word2007.

Step 3 : Create the header and footer, Goto Insert menu-□ header□ Select the header type or footer type

Step 4 : Prepare the document and give numbering use by bullets option

Step 5 : Find the word in document Goto edit menu□ Find□ Enter the word (Ctrl+F)

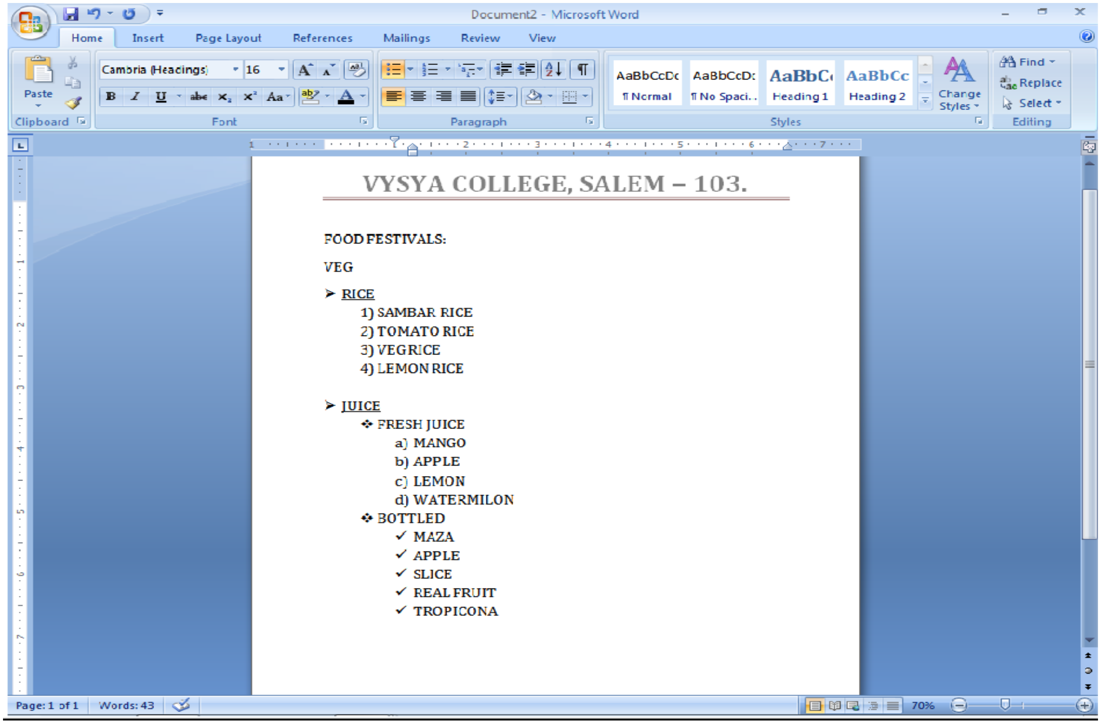
Step 6 : Replace the a word from document, Goto edit menu□ Replace□ Enter the word (Ctrl+H)

Step 7 : Save the Document

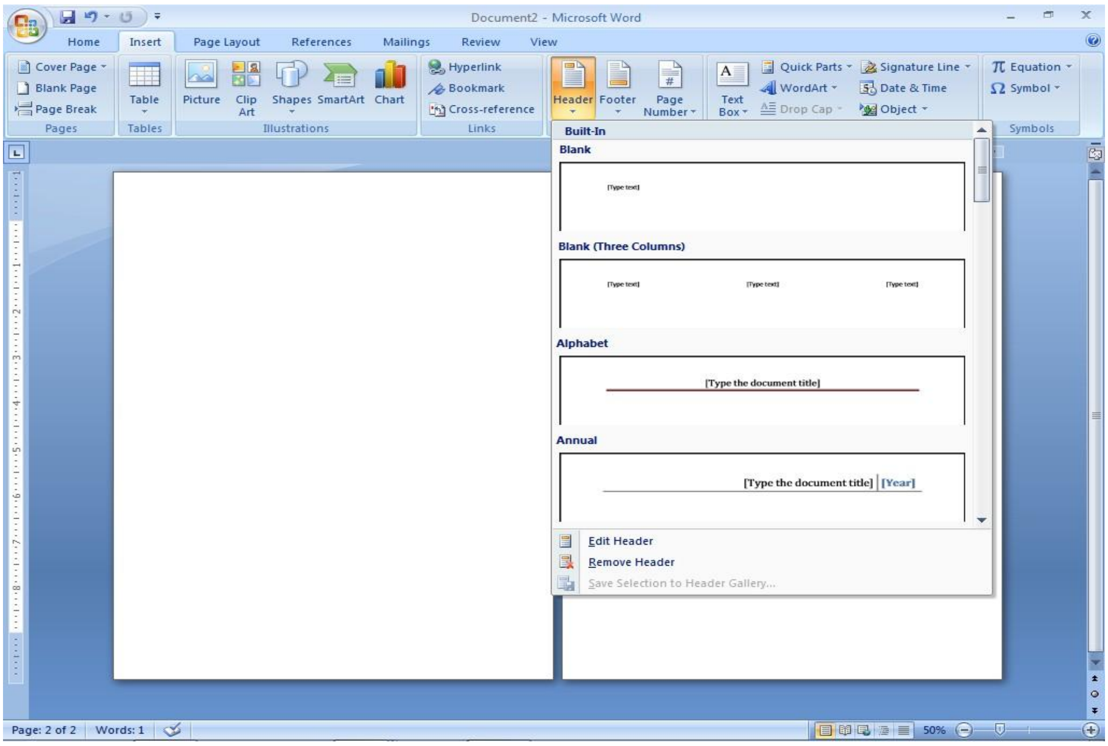
Step 8 : Stop the process.

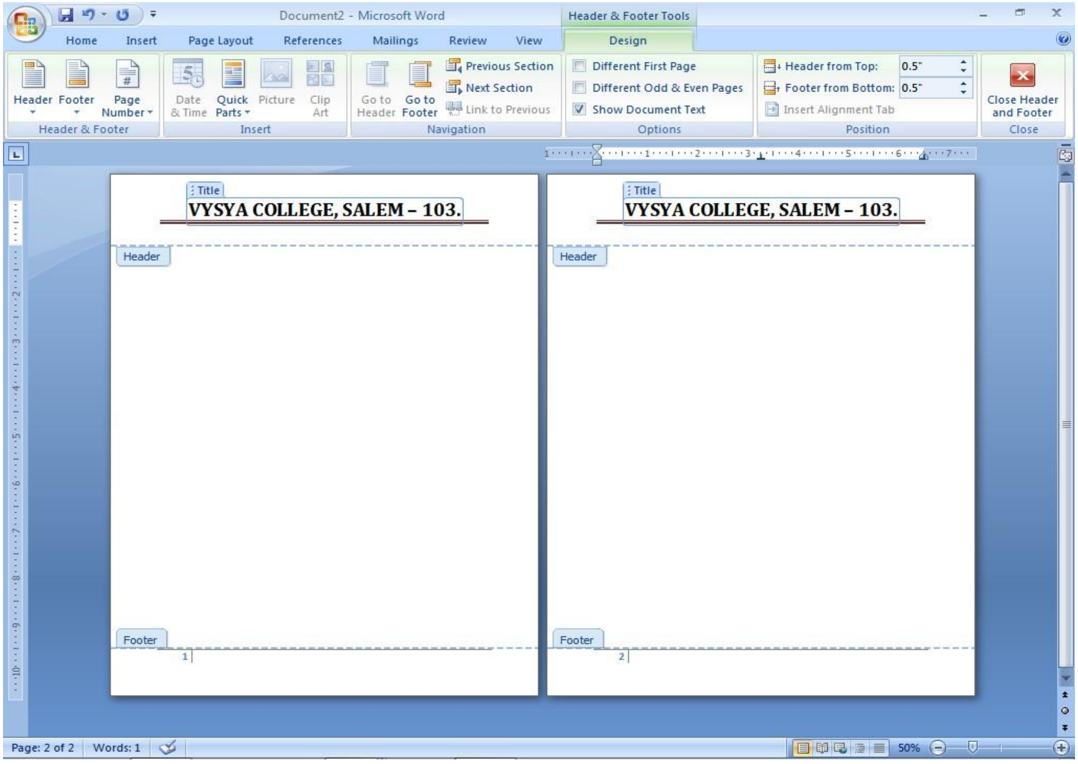
DEMONSTRATION:-

NUMBERING AND BULLETS



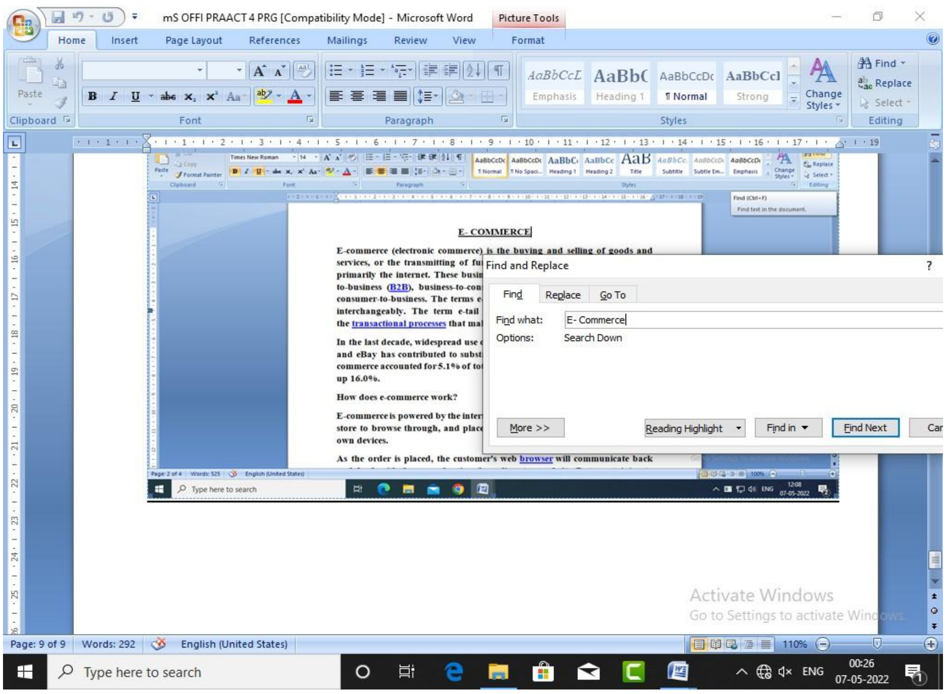
HEADER AND FOOTER





FIND AND REPLACE:

FIND Replace



Result:

Thus the above word document has been created a paragraph about yourself and do the following. Find and Replace - Use Numbering Bullets, Footer and Headers.

EX.NO : 4. Tables and manipulation: Creation, Insertion, Deletion (Columns and Rows). Create a marksheet.

AIM:

To create mark sheet using table and manipulate the following Creation, Insertion, Deletion (Columns andRows) on that mark statements.

PROCEDURE:

Step 1 : Start the process

Step 2 : Open MS-Word by using the command start □ All programs □ Microsoft Office□ MS-Word 2007.

Step 3 : Create the table, Goto Table menu □ table □ enter the no. of Column and Row

Step 4 : Enter the data to table

Step 5 : Insert the row or column , select the row or column □ Right click mouse□ Insert the column or Row

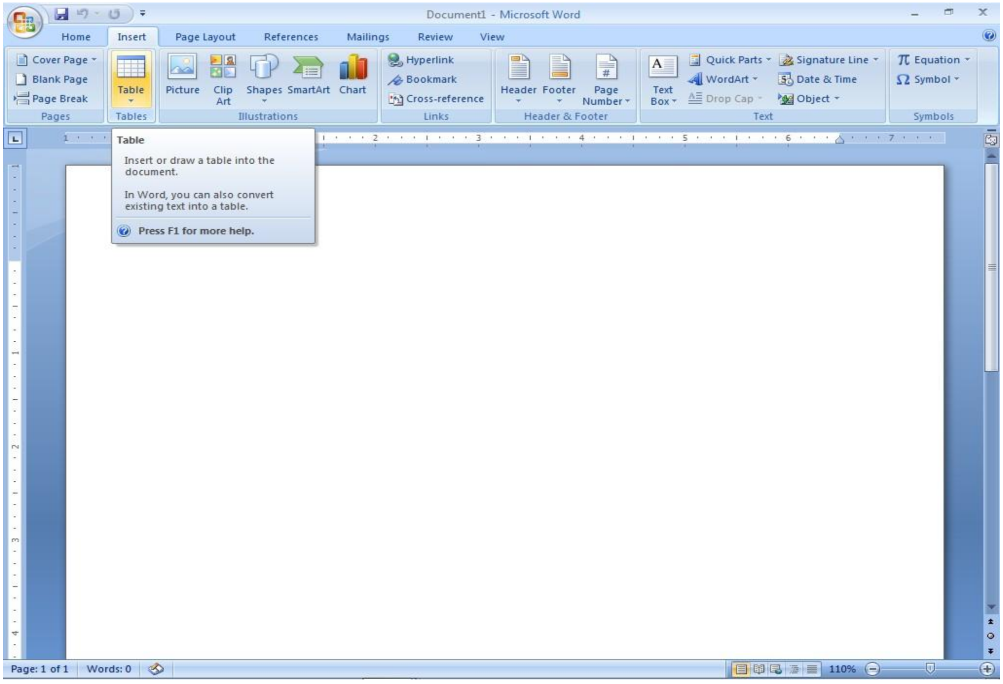
Step 6 : Select the Row or Column □ Right click mouse□ Delete option for delete the Row or Column.

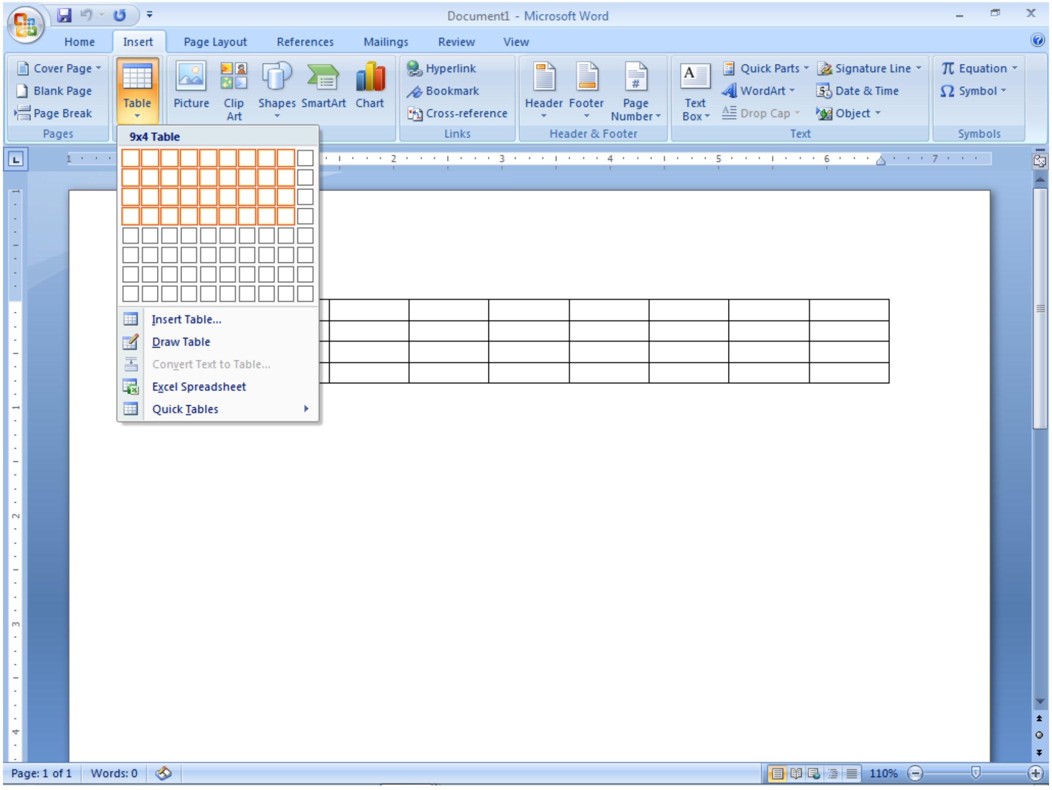
Step 7 : Prepare the mark sheet using merging split option.

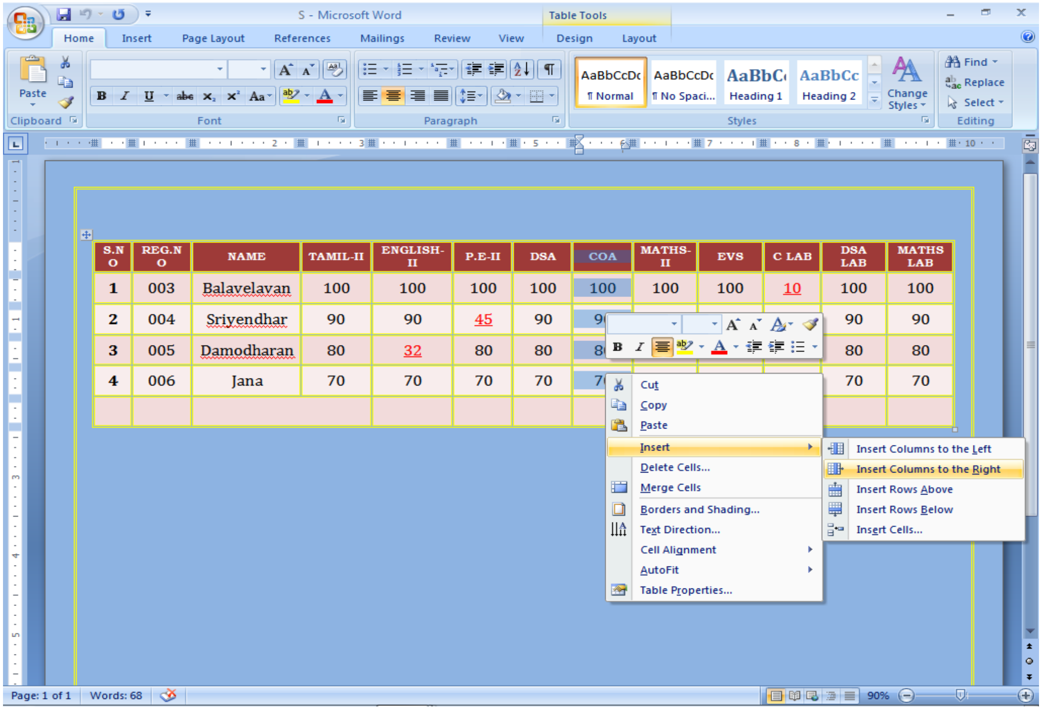
Step 8 : Save the Document

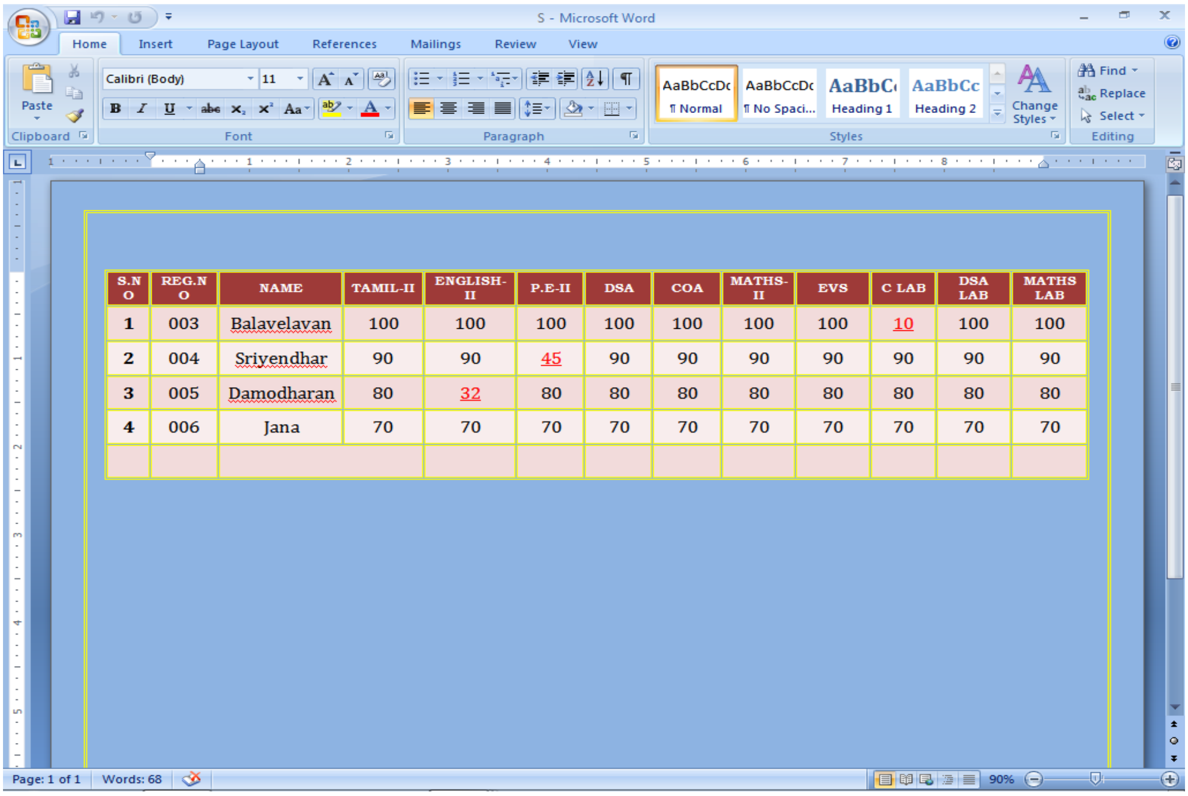
Step 9 : Stop the process.

DEMONSTRATION









Result:

Thus the above mark sheet has been created using tables and manipulated successfully

EX.NO 5. Mail Merge: Prepare an invitation to invite your friends to your birthday party. Prepare at least five letters.

AIM

To create mail merges as prepare an invitation to invite your friends to birthday party.

PROCEDURE

Step 1: Click on start All programs MS Office 2007Microsoft Word 2007 MS Word window will be displayed. Now the new document will be displayed.

Step 2: Click on mailings tab then go to start mail merge group and click start mail merge button then click step by step mail merge wizard and showing the mail merge task pane on the right side window.

Step 3: Go to select letters click next: starting document.

Step 4: Select “Use the current document” option and click next: select recipients.

Step 5: Select Type a new list and then click Create.

Step 6: Create a list by adding five friends’ data in the New Address List dialog box

Step 7: Click Close, the Save Address List dialog box appears. A Call the file my customer. The data source will be saved as a Microsoft Office Address Lists file type, in the My Data Sources folder.

Step 8: Now that a list has been created, the Mail Merge Wizard reverts to Use an existing list andyou have the option to edit the recipient list.

Step 9: Selecting Edit recipient list opens up the Mail Merge Recipients dialog box, where you can edit the list and select or unselect records. Click OK to accept the list as is.

Step 10: Type the invitation letter to the birthday party.

Step 11: Click Next: Write your letter.

Step 12: Click Address block to add the recipient’s addresses at the top of the letter.

Step 13: Then insert Address Block dialog box will be open choose any one of the addressrecipients style and click ok button. Address block will be show in the letter.

Step 14: Click Preview your letters.

Step 15: Go to preview your letter and click Click the arrow buttons in the Task Pane to previewthe letters.

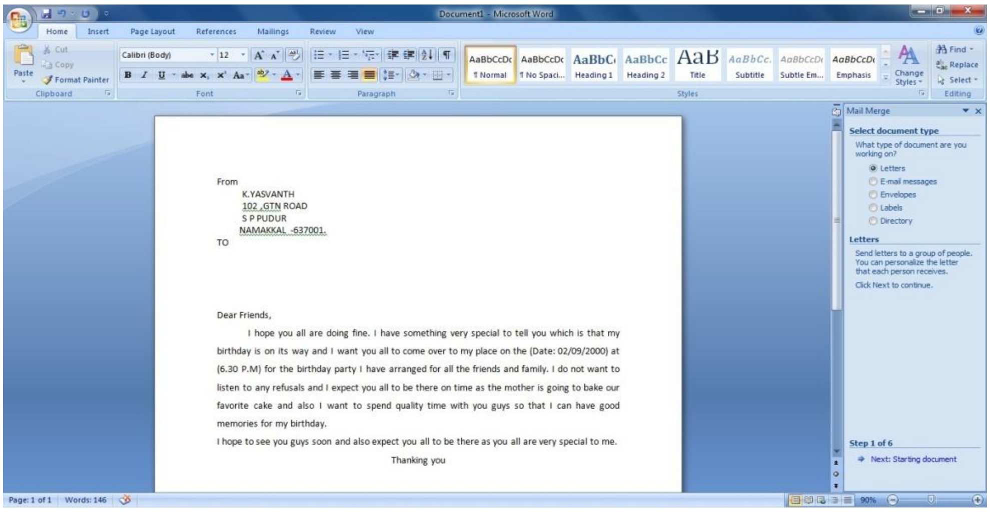
Step 16: The final step, click Next: Complete the merge.

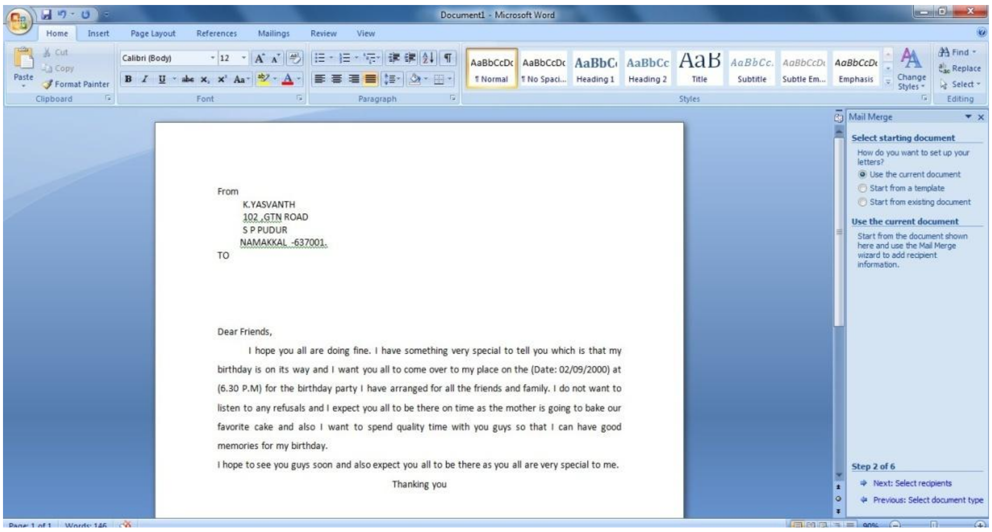
Step 17: You are now ready to print the letters and there are two options:

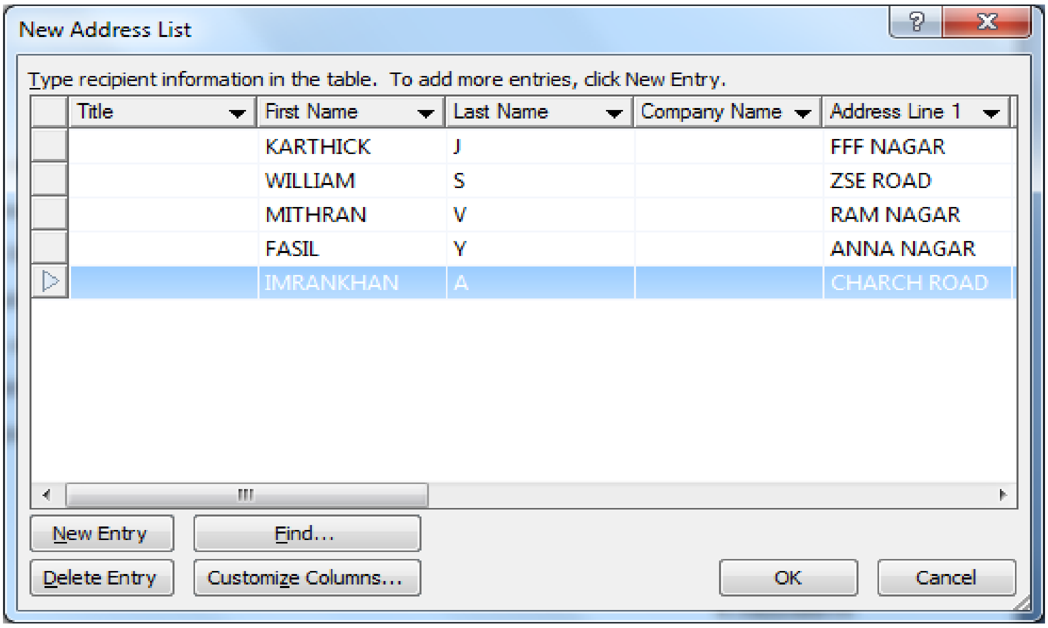
(a) Click print option to print the letters. The Merge to Printer box lets you choose whichrecords to send to the printer.

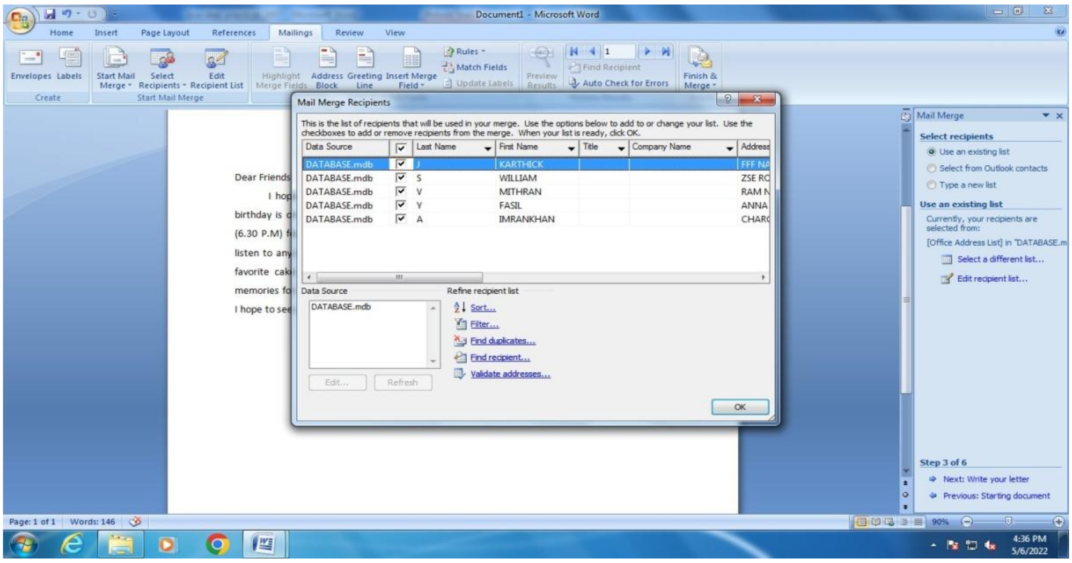
(b) Click Edit individual letters, this will open a new document with your merged letter.

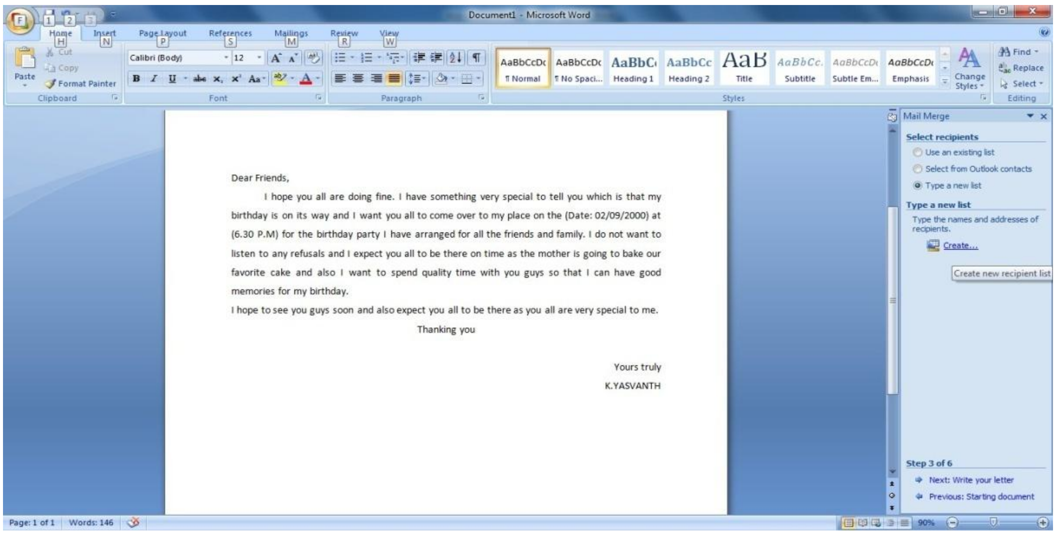
DEMONSTRATION

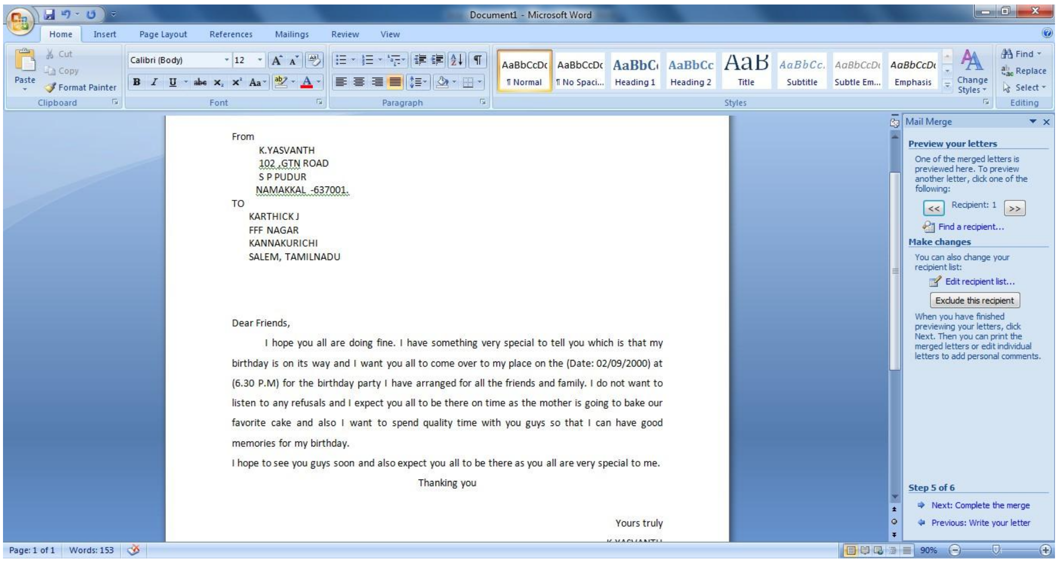


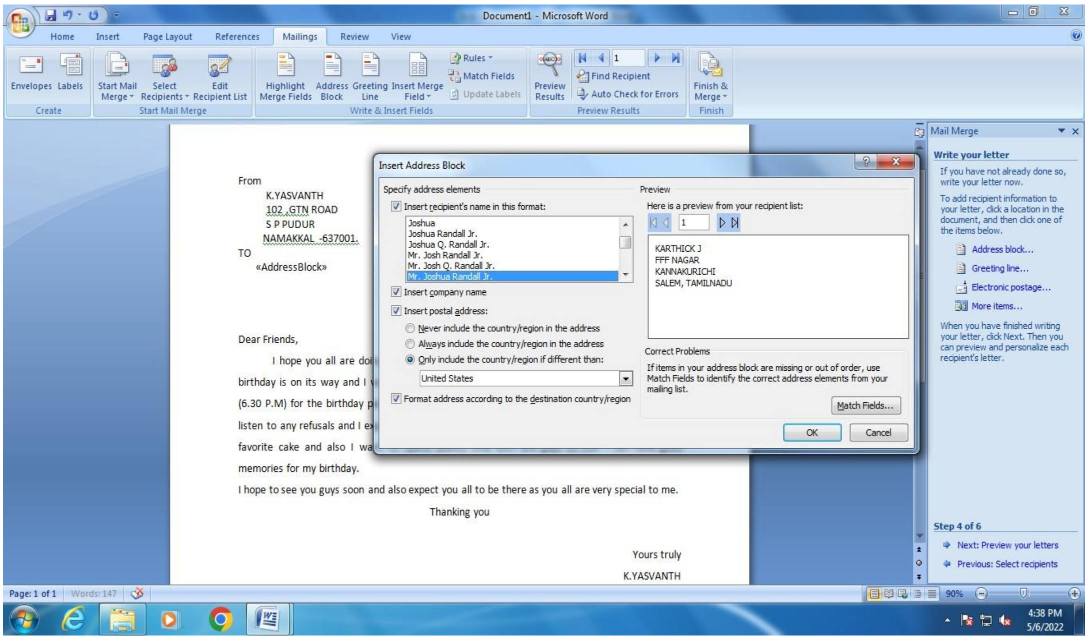



New Address List
Type recipient information in the table. To add more entries, click New Entry.
Title
First Name
Last Name
Company Name
Address Line 1
KARTHICK
J
FFF NAGAR
WILLIAM
S
ZSE ROAD
MITHRAN
V
RAM NAGAR
FASIL
Y
ANNA NAGAR
IMRANKHAN
A
CHARCH ROAD
New Entry
Find...
Delete Entry
Customize Columns...
OK
Cancel


Document1 - Microsoft Word
Mail Merge Recipients
Data Source
Last Name
First Name
Title
Company Name
DATABASE.mdb
KARTHICK
WILLIAM
MITHRAN
FASIL
IMRANKHAN
Refine recipient list
Sort...
Filter...
Find duplicates...
Find recipient...
Validate addresses...
OK
Mail Merge
Select recipients
Use an existing list
Select from Outlook contacts
Type a new list
Use an existing list
Select a different list...
Edit recipient list...
Step 3 of 6
Next: Write your letter
Previous: Starting document


Document1 - Microsoft Word
Dear Friends,
I hope you all are doing fine. I have something very special to tell you which is that my birthday is on its way and I want you all to come over to my place on the (Date: 02/09/2000) at (6.30 P.M) for the birthday party I have arranged for all the friends and family. I do not want to listen to any refusals and I expect you all to be there on time as there mother is going to bake our favorite cake and also I want to spend quality time with you guys so that I can have good memories for my birthday.
I hope to see you guys soon and also expect you all to be there as you all are very special to me.
Thanking you
Yours truly
K.YASVANTH
Mail Merge
Select recipients
Use an existing list
Select from Outlook contacts
Type a new list
Type a new list
Type the names and addresses of recipients.
Create...
Create new recipient list
Step 3 of 6
Next: Write your letter
Previous: Starting document





RESULT

Thus the above program has been executed successfully and output is verified.

MS-EXCEL

EX. NO: 1 DATA SORTING ASCENDING AND DESCENDING

AIM:

To prepare the data sorting in the numbers and alphabets.

PROCEDURE:

Step 1: Go to click on Start All Programs MS-Office 2007 MS-Excel 2007 then MS-Excel windows will appear.

Step 2: Type the employee name and salary details in the relevant cell for example in the range ofcell as A1 to B10.

Step 3: Then go to select the employee name column (A) and go to click data tab then go to sort&filter group and click sort button then sort wizard will be open.

Step 4: We can go to the sort by category then choose column name for example employee name then go to order category then choose any one A to Z (ascending order) or Z to A (descending order) and click ok button.

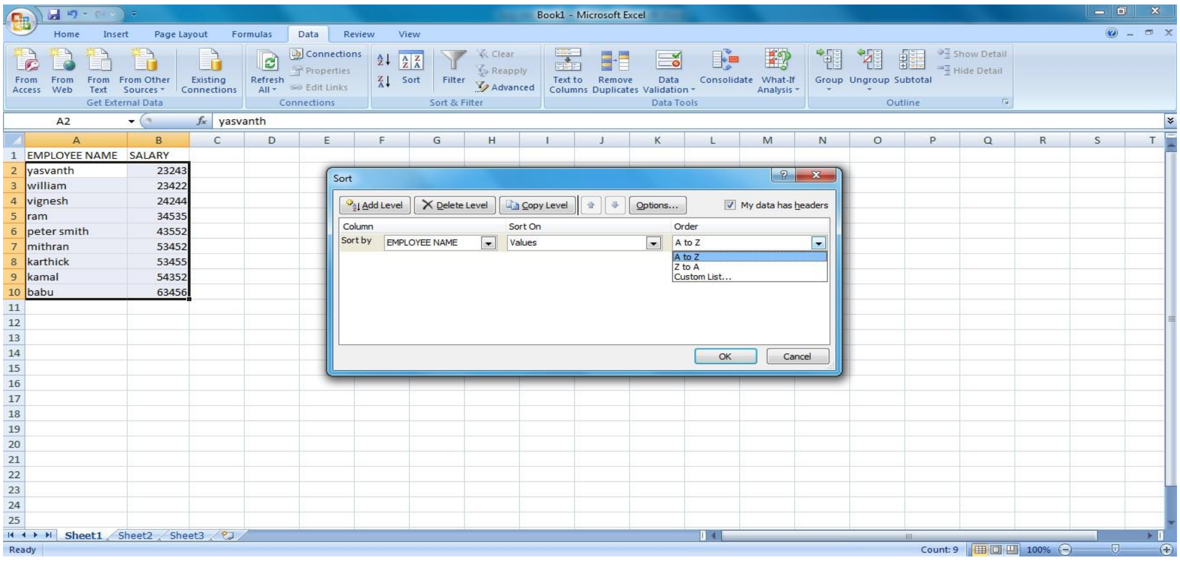
Step 5: The column A has been sorted in the work sheet.

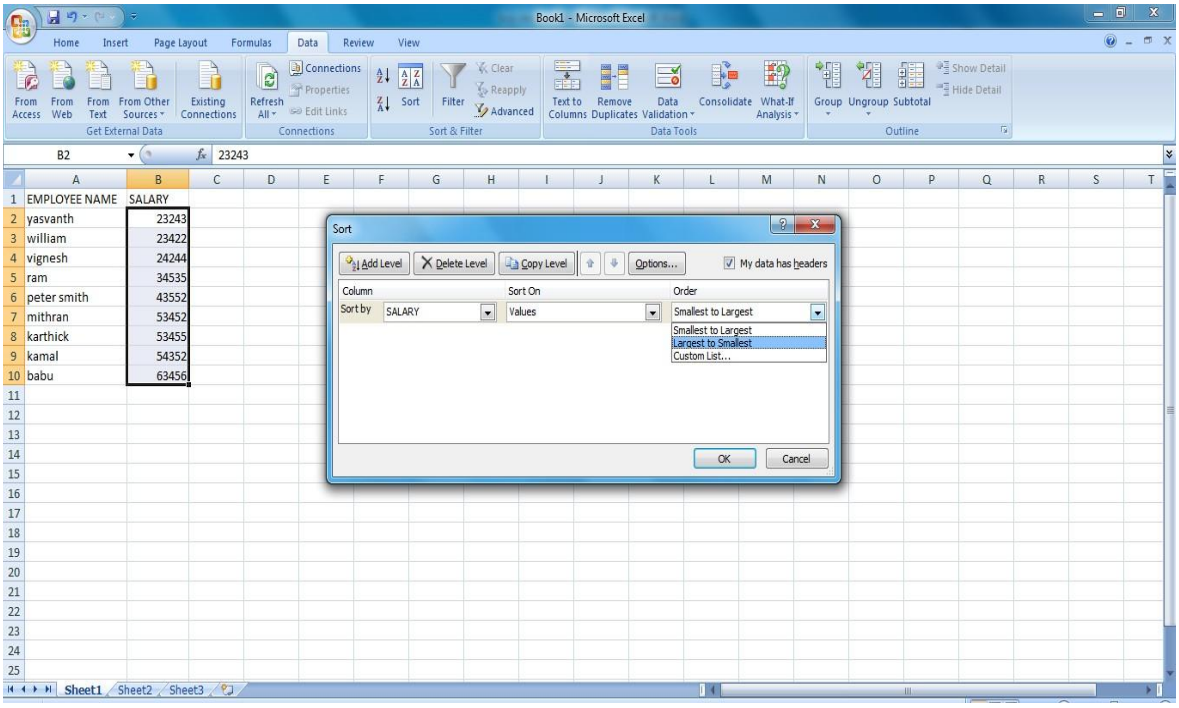
Step 6: Then go to select the salary column (B) and go to click data tab then go to sort &filter group and click sort button then sort wizard will be open.

Step 7: We can go to the sort by category then choose column name for example salary then go toorder category then choose any one smallest to largest (ascending order) or largest to smallest (descending order) and click ok button.

Step 8: The column B has been sorted in the work sheet.

SAMPLE OUTPUT:





RESULT

Thus the above program has been executed successfully and output is verified.

EX. NO: 2 MARK LIST PREPARATIONS FOR A STUDENT

AIM:

To preparation for a student's mark list using Ms-Excel.

PROCEDURE:

Step 1: Go to click on Start All programs MS-Office MS-Excel 2007 then MS-Excelwindows will appear.

Step 2: Type the students mark list as a range of area A1to L12.

Step 3: In the cell H2 in the total column then go to cell H3 to calculate the student total to typethe formula as =sum (D3:H3) then enter the total will appear in H3 cell.

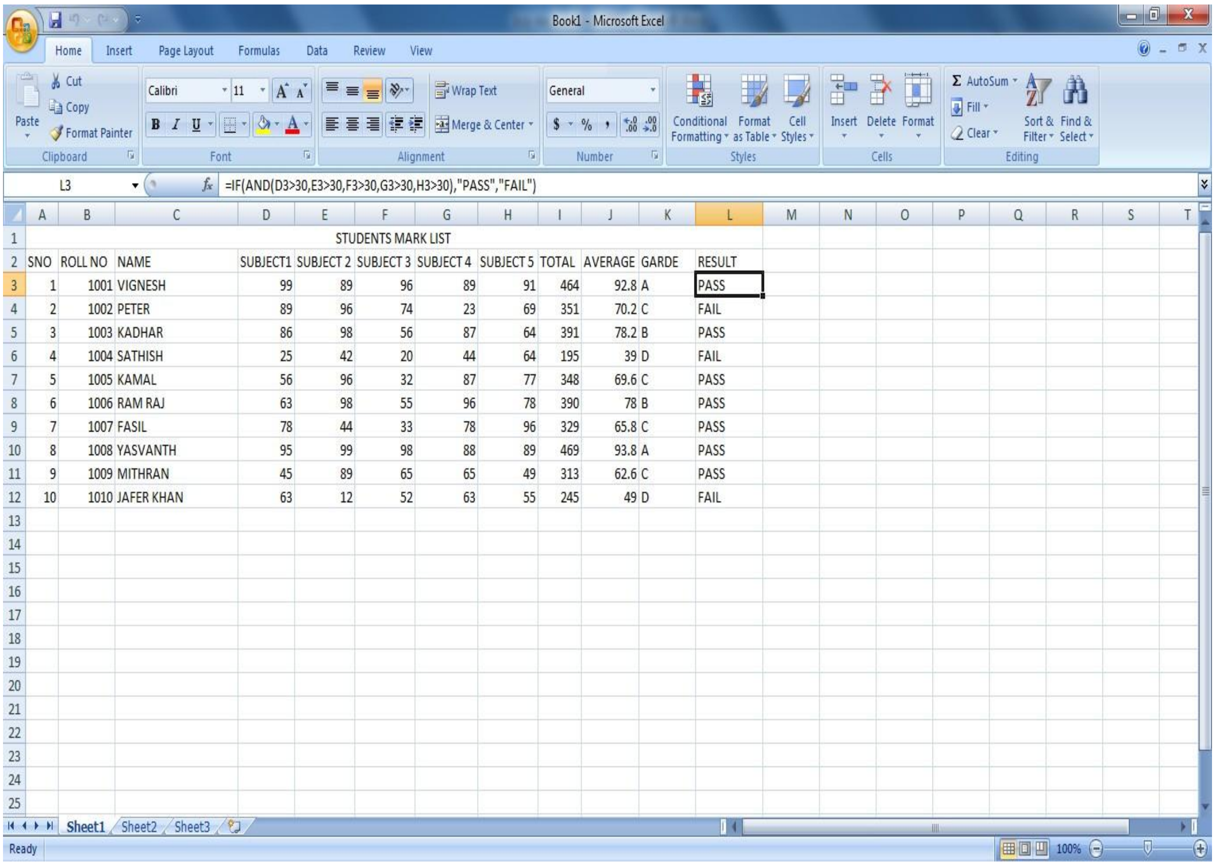
Step 4: In the cell J2 in the average column then go to cell J3 to calculate the average to type theformula as =Average (D3:H3) then enter the average will appear in J3 cell.

Step 5: In the cell K2 in the result column then go to cell K3 to display the grtade to type the formula as =IF(J3>90,"A",IF(J3>75,"B",IF(J3>60,"C",IF(J3>50,"D")))) then enter the grade show in the K3 cell.

Step 6: In the cell L2 in the result column then go to cell L3 to display the pass or fail to type the formula as =IF(AND(D3>30,E3>30,F3>30,G3>30,H3>30),"PASS","FAIL")then enter the result show in the L3 cell.

Step 7: Then finally to save the students mark list.

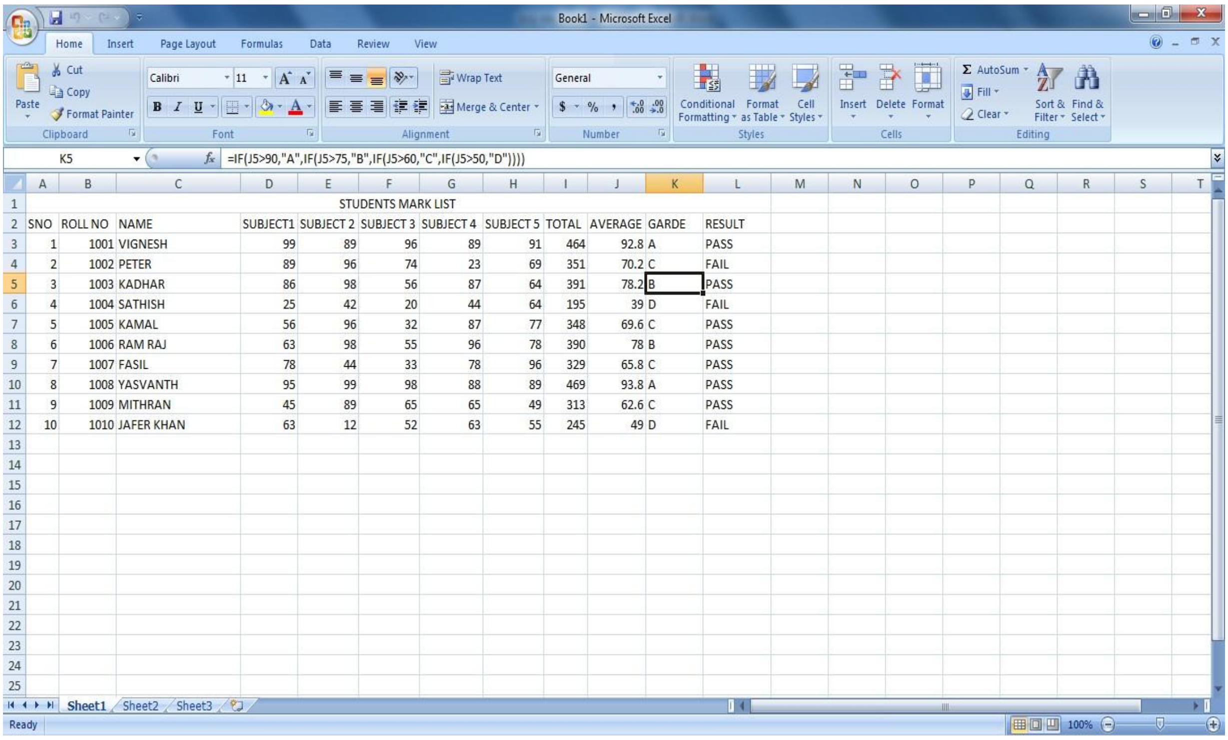
DEMONSTRATION:



L3 =IF(AND(D3>30,E3>30,F3>30,G3>30,H3>30),"PASS","FAIL")

STUDENTS MARK LIST

SNO	ROLL NO	NAME	SUBJECT1	SUBJECT 2	SUBJECT 3	SUBJECT 4	SUBJECT 5	TOTAL	AVERAGE	GARDE	RESULT
1	1001	VIGNESH	99	89	96	89	91	464	92.8	A	PASS
2	1002	PETER	89	96	74	23	69	351	70.2	C	FAIL
3	1003	KADHAR	86	98	56	87	64	391	78.2	B	PASS
4	1004	SATHISH	25	42	20	44	64	195	39	D	FAIL
5	1005	KAMAL	56	96	32	87	77	348	69.6	C	PASS
6	1006	RAM RAJ	63	98	55	96	78	390	78	B	PASS
7	1007	FASIL	78	44	33	78	96	329	65.8	C	PASS
8	1008	YASVANTH	95	99	98	88	89	469	93.8	A	PASS
9	1009	MITHRAN	45	89	65	65	49	313	62.6	C	PASS
10	1010	JAFER KHAN	63	12	52	63	55	245	49	D	FAIL



K5 =IF(J5>90,"A",IF(J5>75,"B",IF(J5>60,"C",IF(J5>50,"D"))))

STUDENTS MARK LIST

SNO	ROLL NO	NAME	SUBJECT1	SUBJECT 2	SUBJECT 3	SUBJECT 4	SUBJECT 5	TOTAL	AVERAGE	GARDE	RESULT
1	1001	VIGNESH	99	89	96	89	91	464	92.8	A	PASS
2	1002	PETER	89	96	74	23	69	351	70.2	C	FAIL
3	1003	KADHAR	86	98	56	87	64	391	78.2	B	PASS
4	1004	SATHISH	25	42	20	44	64	195	39	D	FAIL
5	1005	KAMAL	56	96	32	87	77	348	69.6	C	PASS
6	1006	RAM RAJ	63	98	55	96	78	390	78	B	PASS
7	1007	FASIL	78	44	33	78	96	329	65.8	C	PASS
8	1008	YASVANTH	95	99	98	88	89	469	93.8	A	PASS
9	1009	MITHRAN	45	89	65	65	49	313	62.6	C	PASS
10	1010	JAFER KHAN	63	12	52	63	55	245	49	D	FAIL

RESULT

Thus the above program has been executed successfully and output is verified.

EX.NO:3 **INDIVIDUAL PAY BILL PREPARATIONS**

AIM:

To prepare an individual pay bill preparation using MS-Excel.

PROCEDURE:

Step 1: Go to Start and Click All programs Microsoft office Microsoft Office Excel ordouble click on shortcut icon excel to open a new blank excel spreadsheet.

Step 2: Select a row from A to F cell from first row and click merge and center icon and type the company name “MALLAR PVT LTD” and type the company name address in second row.

Step3: Type payroll for the month of January 2021 in the fourth row.

Step 4: Create column names in the following hierarchy: Sno, Empid, Empname, DOJ, Basic,DA, HRA, CCA, PF, Tax And Net Salary in sixth row.

Step 5: Add the necessary details in column-wise for each column name.

Step 6: Calculate:

DA= 10% of Basic HRA=20% of BasicCCA=7% of Basic PF=13% of Basic Tax=12% of Basic

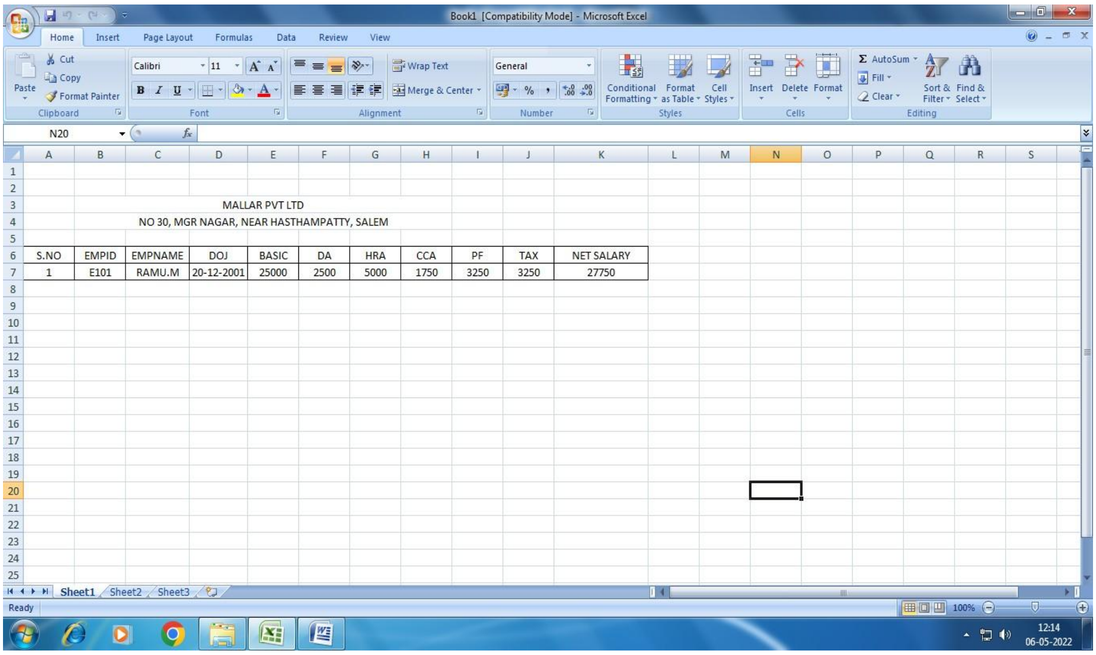
Net Salary= Basic+DA+HRA+CCA-PF-Tax

Step 7: Provide font style, font size, color, bold, italic, underline and border for formatting ourExcel sheet.

Step 8: Save the file in the appropriate location.

Step 9: stop the process.

DEMONSTRATION



RESULT:

Thus individual pay bill preparation program has been executed successfully.

EX.NO: 4 **INVOICE REPORT PREPARATIONS**

AIM:

To create invoice report using excel.

PROCEDURE:

Step 1: Start the process.

Step 2: Go to start and Click All programs Microsoft office Microsoft Office Excel ordouble click on shortcut icon excel to open a new blank excel spreadsheet.

Step 3: Choose Insert tab and Click picture option and select the company logo in left corner.

Step 4: Type Invoice in right corner and click merge center option in alignment tab.

Step 5: Type company name, address, phone number and fax no after the company logo in sixthrow.

Step 6: Type customer id, invoice date, invoice id, payment due date in right side corner after theInvoice word.

Step 7: Type bill address which contains name of the owner, company name, address, phonenumber and email id in fourteenth row.

Step 8: Create column names in the following hierarchy: Sno, product description, quantity, unitprice and total in twenty three row.

Step 9: Add the necessary details in column-wise for each column name.

Step 10: Calculate:

- Total = quantity * unit price
- Click auto sum option in editing tab for sub total
- Vat=5% of sub total
- Disc=10% of sub total
- Grand total=sub total + VAT - Disc

Step 11: Type terms and conditions in thirty six row

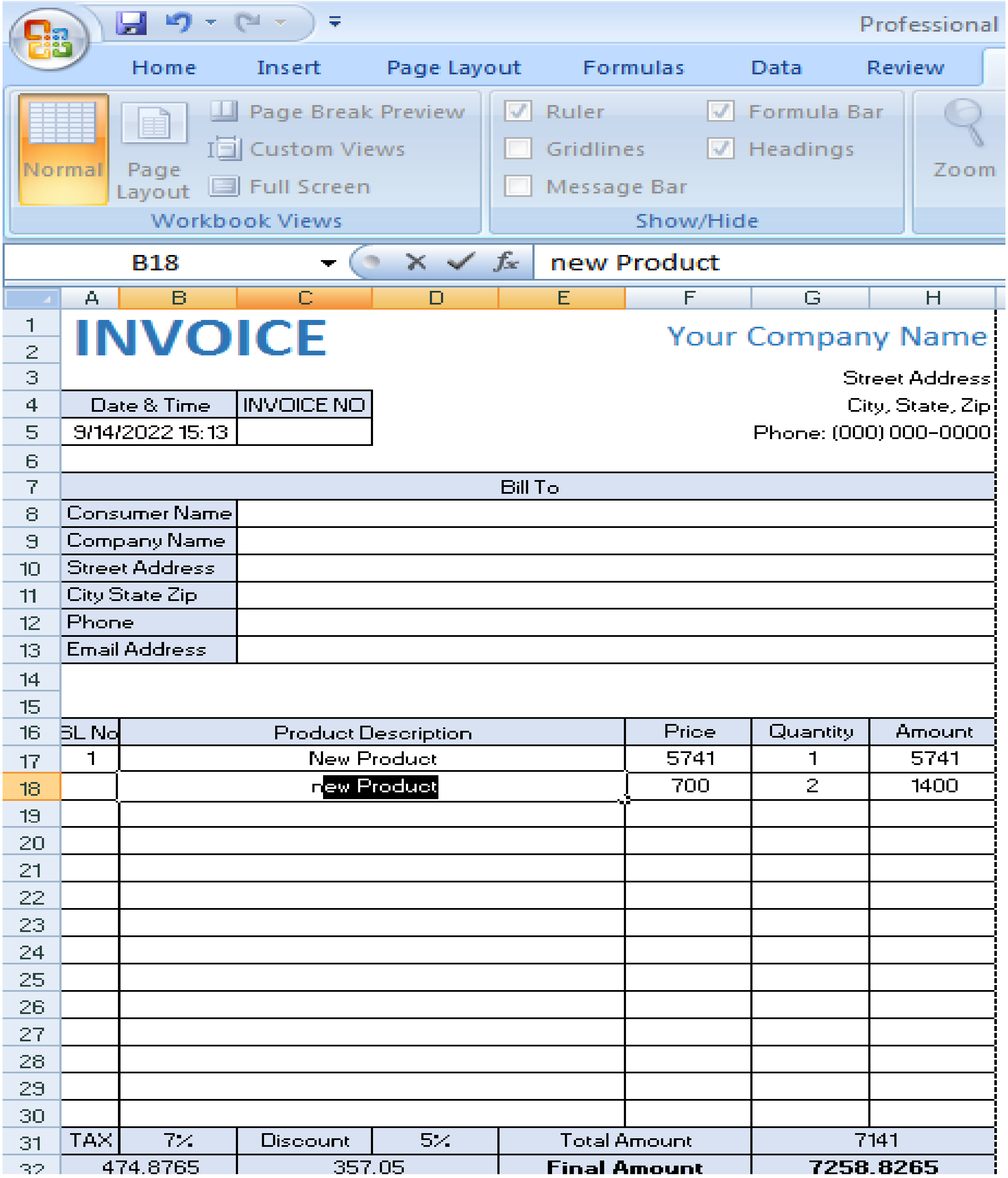
Step 12: Type prepared by, Checked by, Received by in forty one row

Step 13: Type date and time at the end of invoice report

Step 14: Save the file in the appropriate location.

Step 15: Stop the process.

DEMONSTRATION



INVOICE

Your Company Name

Street Address
City, State, Zip
Phone: (000) 000-0000

Date & Time	INVOICE NO
9/14/2022 15:13	

Bill To	
Consumer Name	
Company Name	
Street Address	
City State Zip	
Phone	
Email Address	

SL No.	Product Description	Price	Quantity	Amount
1	New Product	5741	1	5741
		700	2	1400

TAX	7%	Discount	5%	Total Amount	7141
474.8765		357.05		Final Amount	7258.8265

Received By		Paid	5000
Note*		Due	2258

If you have any quary about this invoice please contat us at
[Name, Phone, Email@address.com]

Signature and Seal

RESULT:

Thus creation of invoice report program has been executed successfully.

EX.NO: 5 **DRAWING GRAPHSAIM:**

To draw a graph for student marks using excel.

PROCEDURE:

Step 1: Start the process.

Step 2: Go to start and Click All programs Microsoft office Microsoft Office Excel ordouble click on shortcut icon excel to open a new blank excel spreadsheet.

Step 3: Select a row from A to F cell from first row and click merge and center icon and type"Students Mark Sheet".

Step 4: Create column names in the following hierarchy: Sno, Rollno, Student Name, Subject ,Total And Average in third row.

Step 5: Add the necessary details in column-wise for each column name.

Step 6: Calculate:

- TOTAL= TAMIL+ENGLISH+RDBMS+STAT+NMEC
- AVERAAGE= TOTAL/5

Step 7: Provide font style, font size, color, bold, italic, underline and border for formatting ourExcel sheet.

Step 8: Select insert tab and choose appropriate chart in chart wizard and select All chart type .

Step 9: We will get the chart type dialogue box and user can select appropriate chart from chartdialogue box.

Step 10: The range of cells which have high lights earlier would be converted to chart.

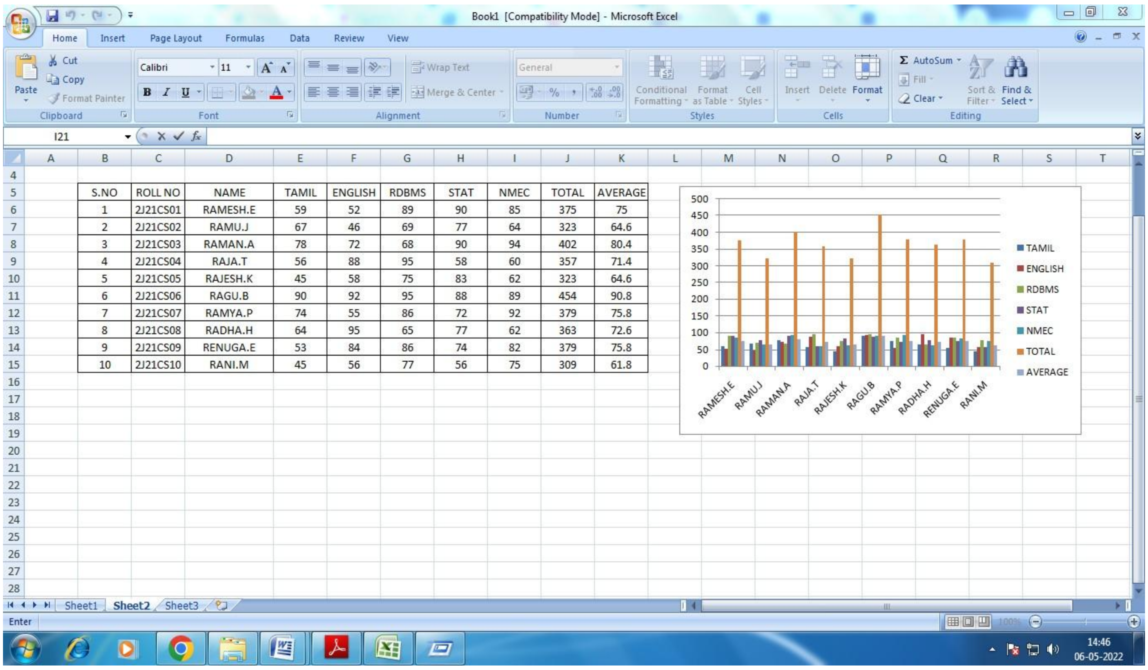
Step 11: selected Chart will be displayed with value in the excel sheet.

Step 12: Type the chart title as student mark sheet after choosing title folio from chart layout.

Step 13: Change the color of chart using chart styles. Step 14: Save the file in the appropriate location.

Step 15: stop the process.

DEMONSTRATION:



S.NO	ROLL NO	NAME	TAMIL	ENGLISH	RDBMS	STAT	NMEC	TOTAL	AVERAGE
1	2J21CS01	RAMESH.E	59	52	89	90	85	375	75
2	2J21CS02	RAMU.J	67	46	69	77	64	323	64.6
3	2J21CS03	RAMAN.A	78	72	68	90	94	402	80.4
4	2J21CS04	RAJA.T	56	88	95	58	60	357	71.4
5	2J21CS05	RAJESH.K	45	58	75	83	62	323	64.6
6	2J21CS06	RAGU.B	90	92	95	88	89	454	90.8
7	2J21CS07	RAMYA.P	74	55	86	72	92	379	75.8
8	2J21CS08	RADHA.H	64	95	65	77	62	363	72.6
9	2J21CS09	RENUGA.E	53	84	86	74	82	379	75.8
10	2J21CS10	RANI.M	45	56	77	56	75	309	61.8

RESULT:

Thus the draw a graph for student marks program has been executed successfully.

MS-POWERPOINT

EX.NO: 1 CREATE A SLIDE SHOW PRESENTATION FOR A SEMINAR

AIM

To create a Slide Show Presentation for a seminar in Power Point Presentation.

PROCEDURE

Step 1: Start All Programs Microsoft Office MS-PowerPoint 2003. PowerPoint Window will bedisplay.

Step 2: Click to **enter the Title Layout** and type the any presentation name for our presentation.

Step 3: Go the **Insert Menu** click **New Slide** option otherwise **Ctrl + M** and open New Slide.

Step 4: If you want Animation Effects in the text select the text then right click in the mouse button the pop menuwill be show click **Custom Animation Option**.

Step 5: Custom animation task pane will be show right side window and go to click **Add Effect** button choose any one animation effects then click the animation and then selected animation effect will appear in the text.

Step 6: We can insert any Picture (Object) in the slide then go to **Insert Menu** then click **Picture**

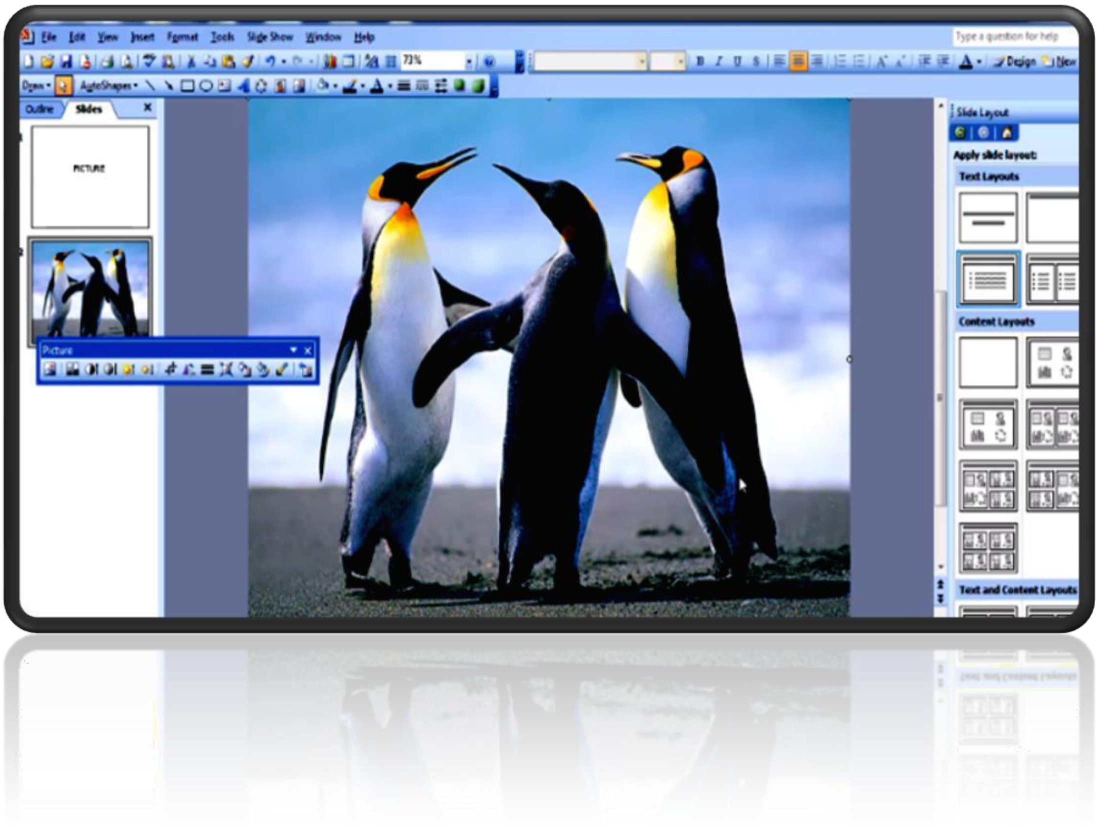
FromFile and then insert picture window will be open after that we select any one picture and click **insert button**.

Step 7: If you want to crop the image then select the image and right click in the mouse button the pop menu willbe show then click **Show Picture Toolbar Option**.

Step 8: The picture toolbar display in the window then click **Crop Icon**, and then select the picture which part wewant to crop and we can drag the arrow in the image that part will be cropped.

Step 9: To execute a presentation for the slide, go to **Slide Show** menu click **View Show** option or press **F5** function key on the keyboard.

SAMPLE OUTPUT



RESULT:

The above exercise has been successfully executed and output is verified.

EX. NO: 2 PREPARATION ORGANISATION CHARTS

PROCEDURE:

Step 1: Click on **START ALL PROGRAMS MS-OFFICE MS-POWER POINT 2003.**

The Power point slide will be appearing.

Step 2: Go to **Insert Menu** **Picture** click **Organization Chart** the chart will be appear.

Step 3: Type the title name for the organization chart and enter the names in the **Organization Chart**

boxes and then click to add text in all boxes.

Step 4: Select the first box then right click mouse button and pop menu will appear choose the format auto shape and open the window to select colors and lines tab then go to **fill** **color** list box, choose any one of the color and click ok button the color appear in the box.

Step 5: Select the first box then right click mouse button and pop menu will appear choose the format auto shape and open font window to select **font drop down list box** and choose any one of the font style then click ok button the font style appeared in the box.

Step 6: Select the organization chart line then right click mouse button and pop menu will appear

choose the format auto shape and open the window to select colors and lines tab then go to **line** **color** list box to choose any one of the color and go to **dashed list box** choose any one of the dashed style then click ok button the line style and color appeared in the box.

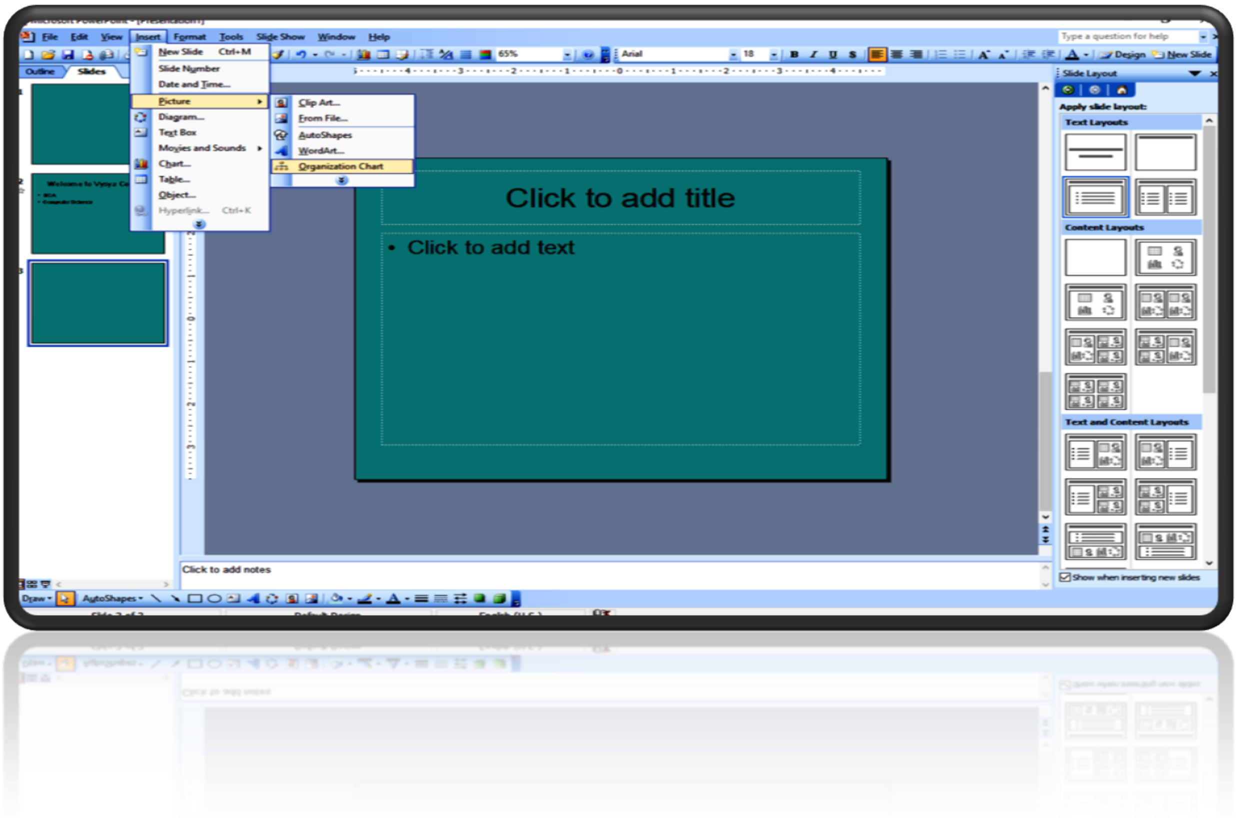
Step 7: Select the organization chart and go to organization chart tool bar then click form the **layout** option and choose the left hanging layout.

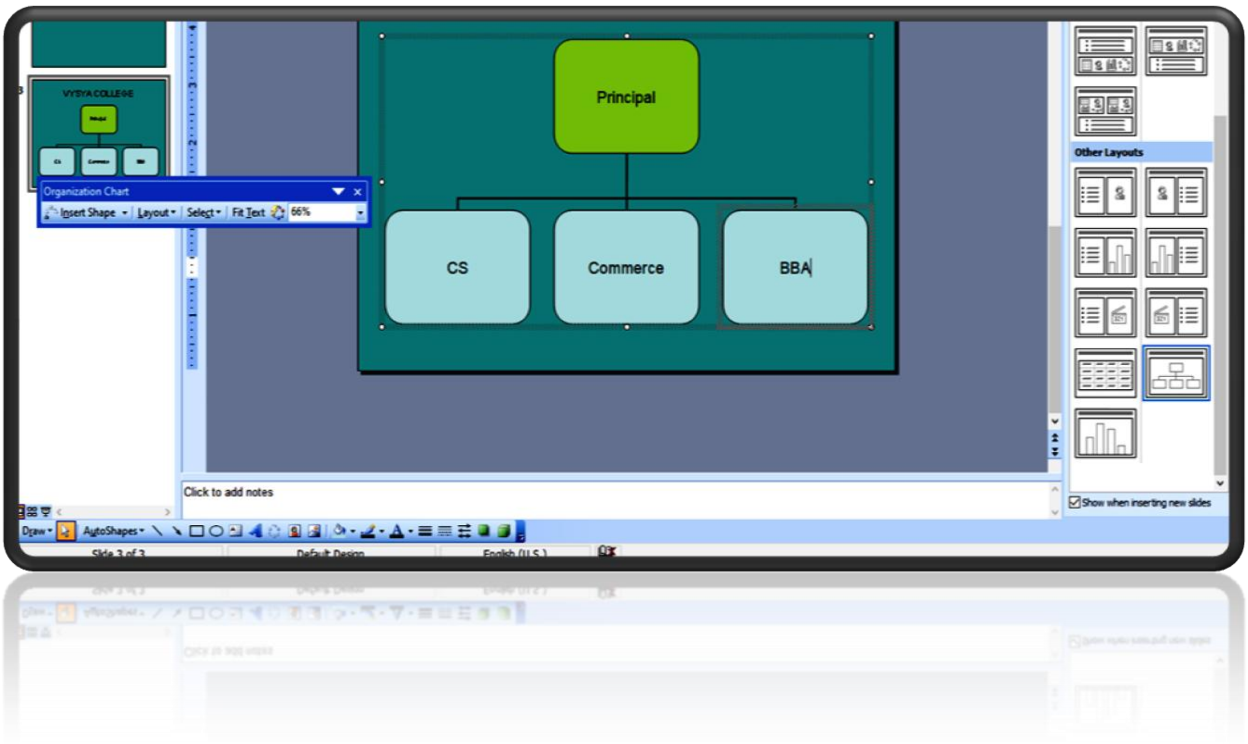
Step 8: The organization chart has been rearranged in the slide.

Step 9: To execute a presentation for the slide, go to **Slide Show** menu click **View Show** option or press **F5** function key on the keyboard.

Step 10: The organization chart showed on the screen.

SAMPLE OUTPUT





RESULT:

The above exercise has been successfully executed and output is verified.

<u>EX. NO: 3 </u>CREATE A SLIDE SHOW PRESENTATION TO DISPLAY PERCENTAGE OF MARKS INEACH SEMESTER FOR ALL STUDENTS

AIM

To create a slide show presentation to display percentage of marks in each semester for all students in Power point.

<u>PROCEDURE:</u>

Step 1: Start All Programs Microsoft Office MS-PowerPoint 2003. PowerPoint Windowwill be display.

Step 2: Go the **Insert Menu** click **New Slide** option otherwise **Ctrl + M** and open New Slide.

Step 3: Go to **Insert Menu** **Chart** the chart will appear in the slide.

Step 4: Enter the values for the table like Semester, Percentage and so on to the presentation datasheet.

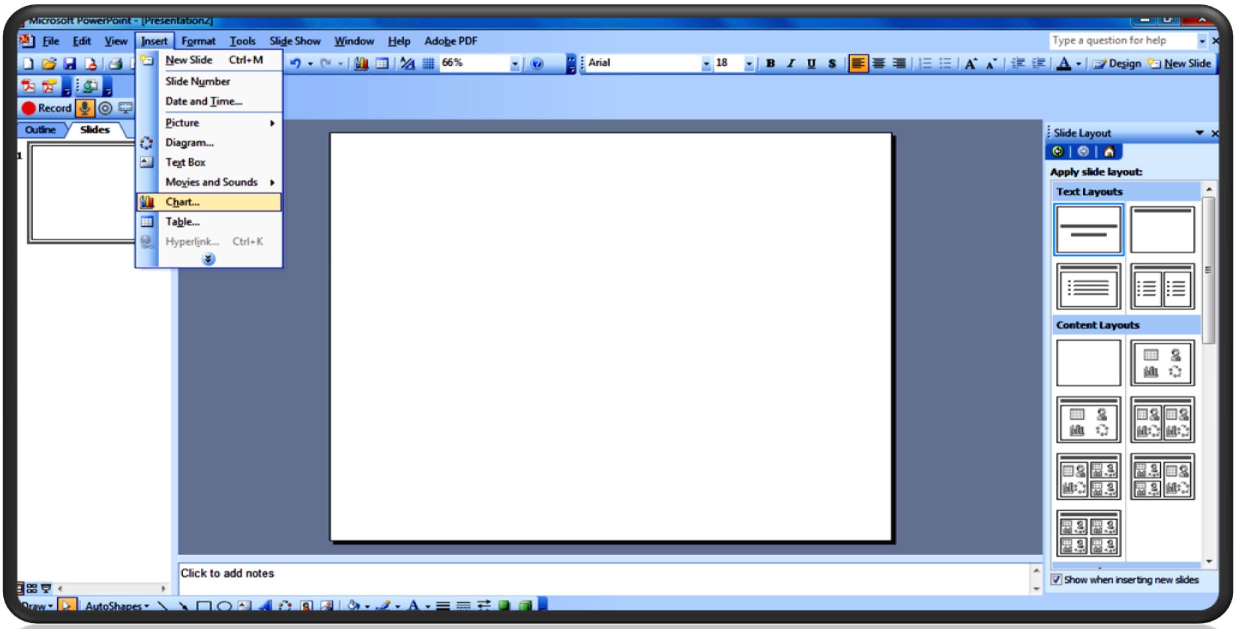
Step 5: Double click the chart and go to the standard tool bar then choose the chart type option andselect the bar chart.

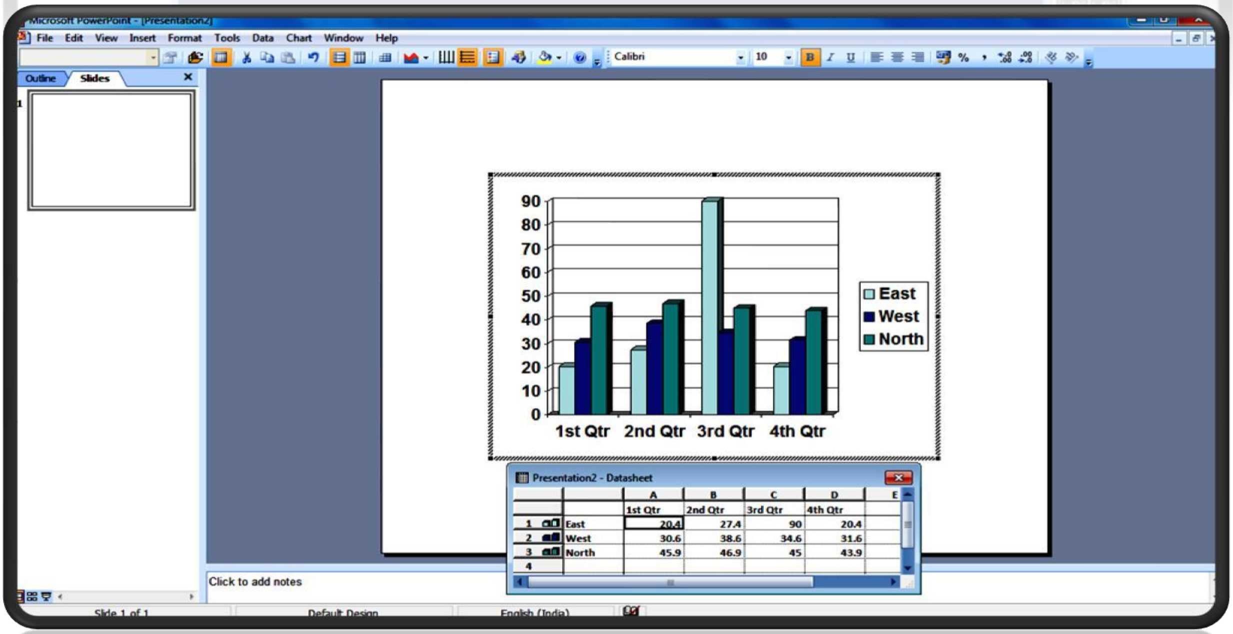
Step 6: Go to **Slideshow Menu** **Animation Schemes** **Slide Design** **Design Templates** thenchoose the different background design templates.

Step 7: Go to **Slideshow Menu** **Animation Schemes** **Slide Design** **Animation Schemes** thenchoose the different animation effects.

Step 8: To execute a presentation for the slide, go to **Slide Show** menu click**View Show** option orpress **F5** function key on the keyboard.

SAMPLE OUTPUT





RESULT:

The above exercise has been successfully executed and output is verified.

TALLY

EX NO 1: COMPANY INFORMATION

AIM

To Create, Select, Shut, Alter, Split up Company Data and Backup and Restore Information using tally ERP.9

PROCEDURE

(a) Create Company

Step 1: Click the Tally Software.

Step 2: Select F3 to enter into the Main Menu.

Step 3: Select the Company Info option from the Menu.

Step 4: Select the Create Company option from the company Info menu.

Step 5: Enter the necessary details about the Company and create in.

Step 6: The Company will be created.

(B) SELECT COMPANY

Step 1: Enter into the Company Info Menu.

Step 2: Choose the Select Company option from company menu

Step 3: Select the require Company Name from list of Company.

Step 4: The select Company will be opened.

(c) Shut Company

Step 1: Enter into the Company Info Menu.

Step 2: Choose the Shut Company Option from the Company Name.

Step 3: List of Existing Company menu name will be displayed.

Step 4: Select the Required Company.

Step 5: To close from the List.

(d) Alter Company

Step 1: Enter into the Company Info Menu.

Step 2: Choose the Alter Company option from the Company Menu.

Step 3: The list of Existing Company Name will be displayed.

Step 4: Select the Required Company Name for Alteration.

(e) Split up Company Data

Step 1: Enter into the Company Info Menu.

Step 2: Choose the Split Company data option from the Company Menu.

Step 3: The list of Existing Company Name will be displayed.

Step 4: Selecting Required Company Name from the list for Split the Company.

(f) Backup and Restore

Step 1: Enter into the Company Info Menu.

Step 2: Choose the Backup and Restore option from the Company Menu.

Step 3: List of Existing Company Name will be displayed.

Step 4: Select the Required Company for Backup.

Step 5: Type the new name order switch the selected company is to be Restore.

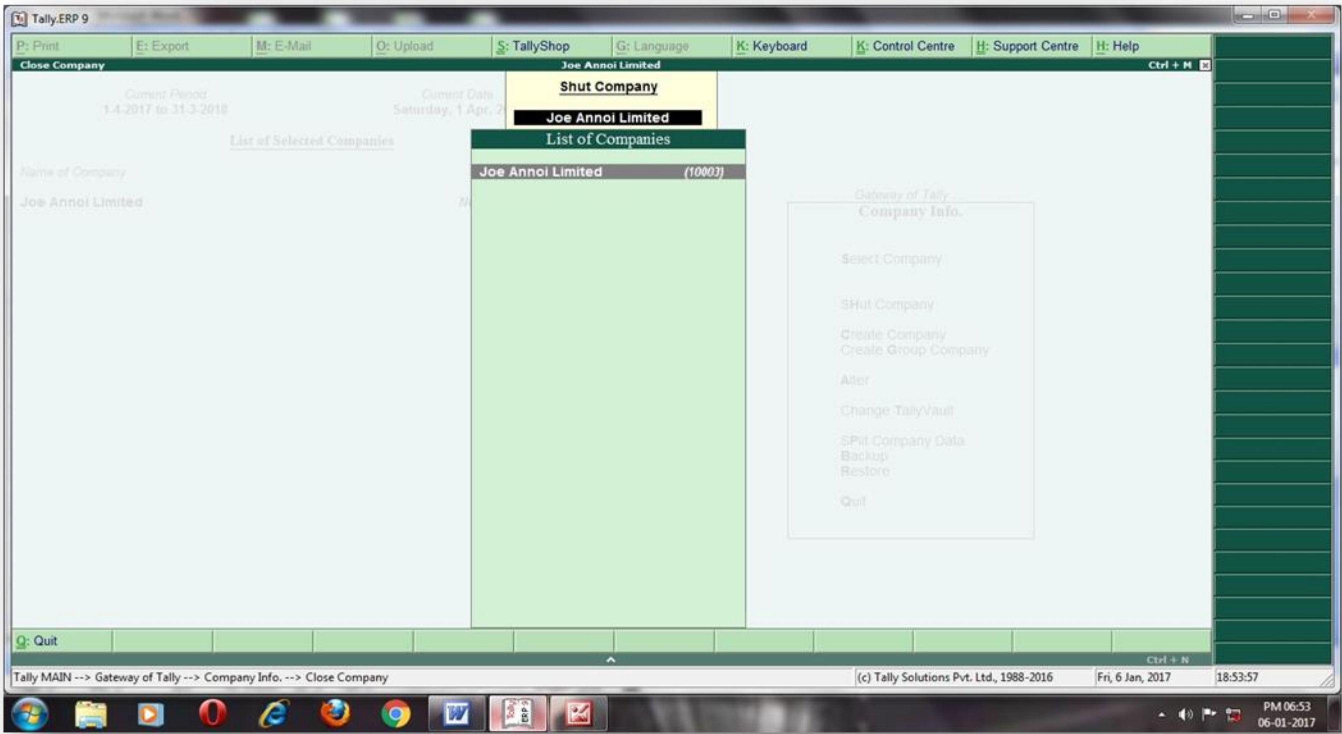
Demonstration

A) Company Information

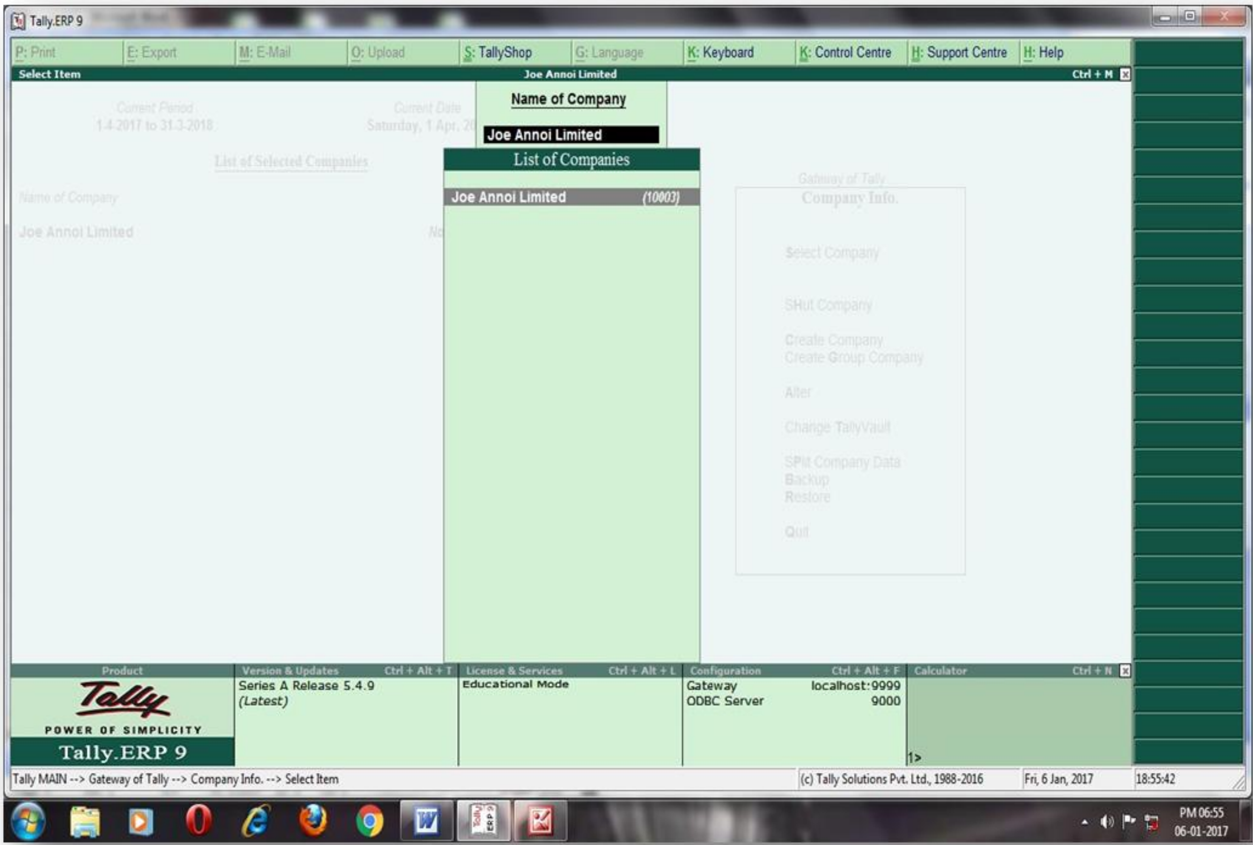
B) Select Company

C) SHUT COMPANY

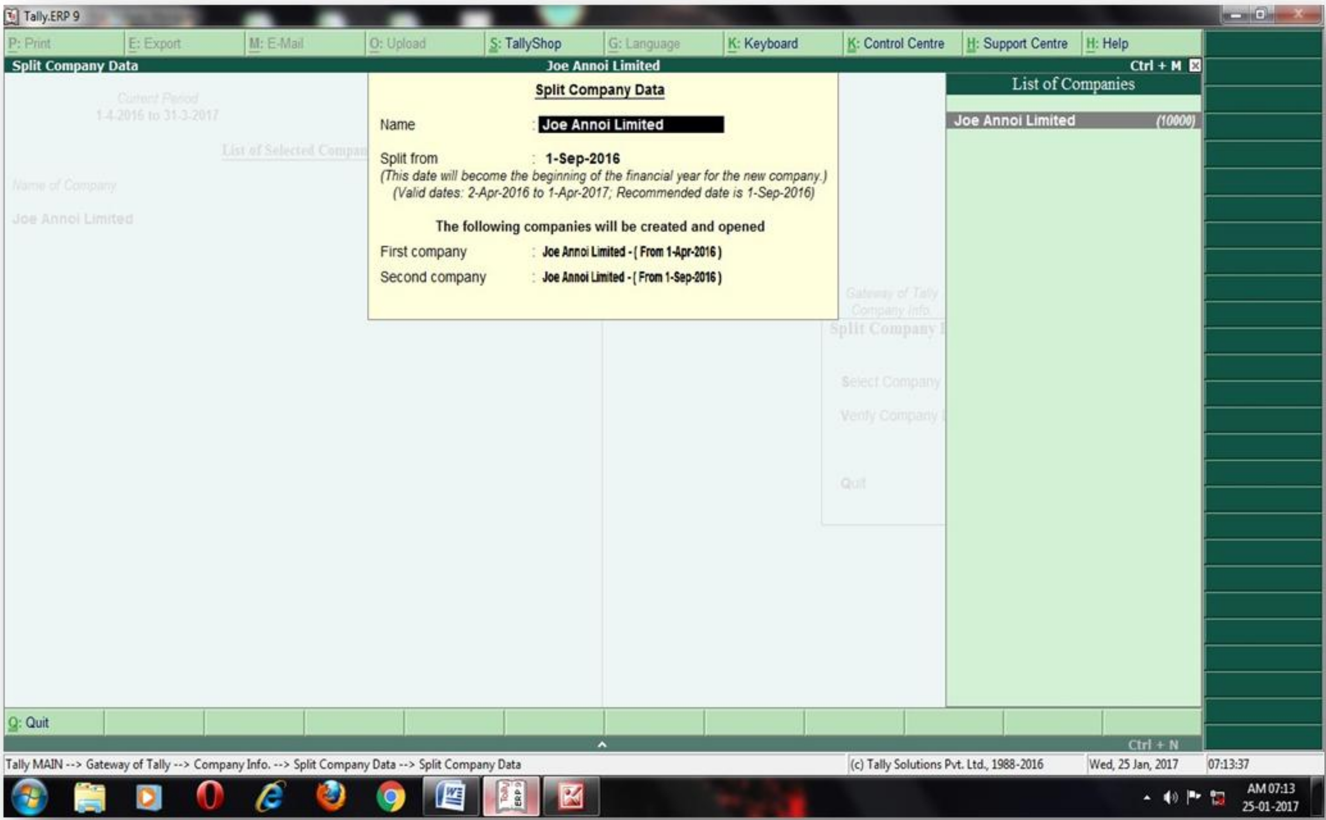

Tally.ERP 9
P: Print
E: Export
M: E-Mail
O: Upload
S: TallyShop
G: Language
K: Keyboard
K: Control Centre
H: Support Centre
H: Help
Select Company
Joe Annoi Limited
Ctrl + M
Select Company
Path C:\Users\Public\Tally.ERP9\Data
Name
List of Companies
Joe Annoi Limited (10006) 1-Apr-2016 to 31-Mar-2017
Joe Annoi Limited (10003) 1-Apr-2017 to 31-Mar-2018
Surya Traders (10002) 1-Apr-2016 to 31-Mar-2017
VENKEE CONSTRUCTION (10001) 1-Apr-2016 to 31-Mar-2017
Q: Quit
Series A Release 5.4.9
(Latest)
Educational Mode
Gateway localhost:9999
ODBC Server 9000
Tally.ERP 9
Tally MAIN --> Gateway of Tally --> Company Info. --> Select Company
(c) Tally Solutions Pvt. Ltd., 1988-2016
Fri, 6 Jan, 2017
18:52:20


Tally.ERP 9
P: Print
E: Export
M: E-Mail
O: Upload
S: TallyShop
G: Language
K: Keyboard
K: Control Centre
H: Support Centre
H: Help
Close Company
Joe Annoi Limited
Ctrl + M
Current Period
1-4-2017 to 31-3-2018
Current Date
Saturday, 1 Apr, 2
Shut Company
Joe Annoi Limited
List of Companies
Joe Annoi Limited (10003)
List of Selected Companies
Name of Company
Joe Annoi Limited
Gateway of Tally
Company Info.
Select Company
SHut Company
Create Company
Create Group Company
Alter
Change TallyVault
SPlit Company Data
Backup
Restore
Quit
Q: Quit
Ctrl + N
Tally MAIN --> Gateway of Tally --> Company Info. --> Close Company
(c) Tally Solutions Pvt. Ltd., 1988-2016
Fri, 6 Jan, 2017
18:53:57
PM 06:53
06-01-2017

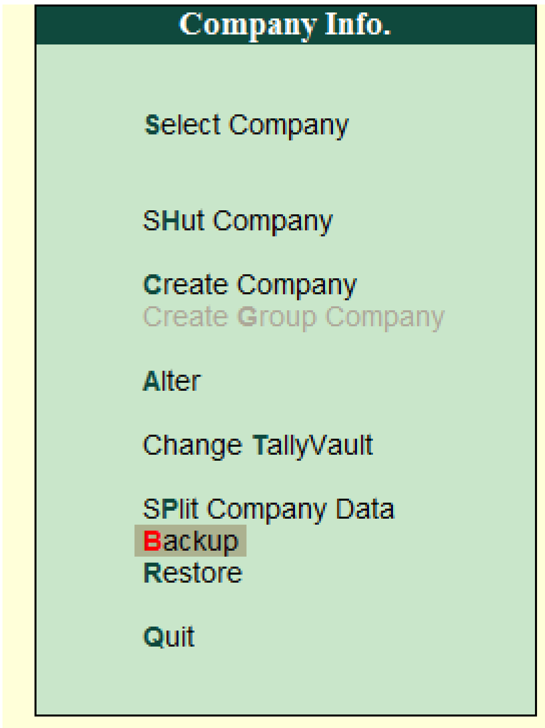
D)Alter Company



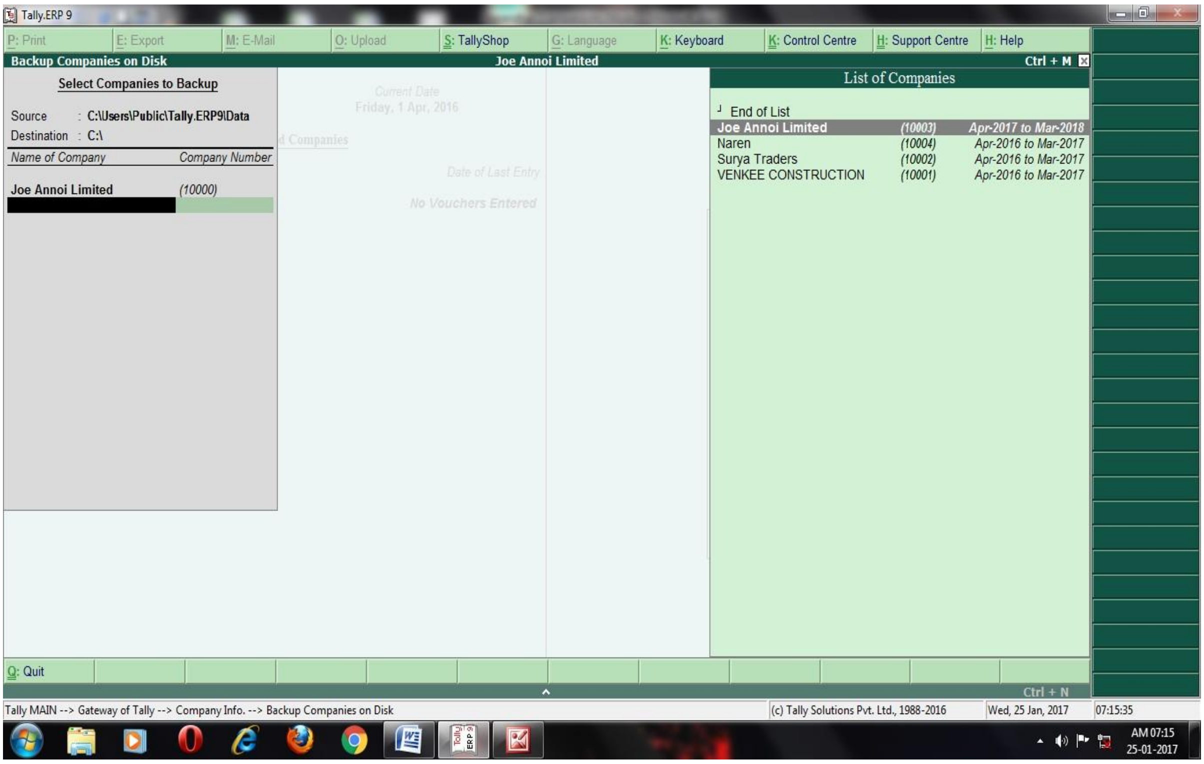
(e) Split Company



(f) Backup

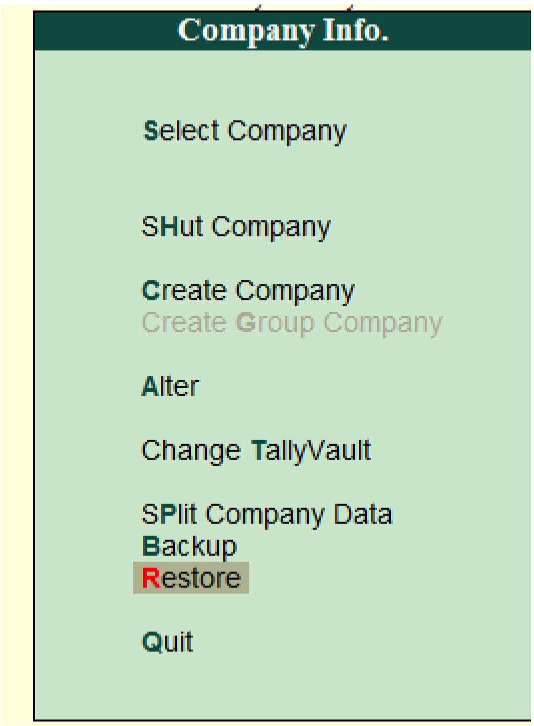


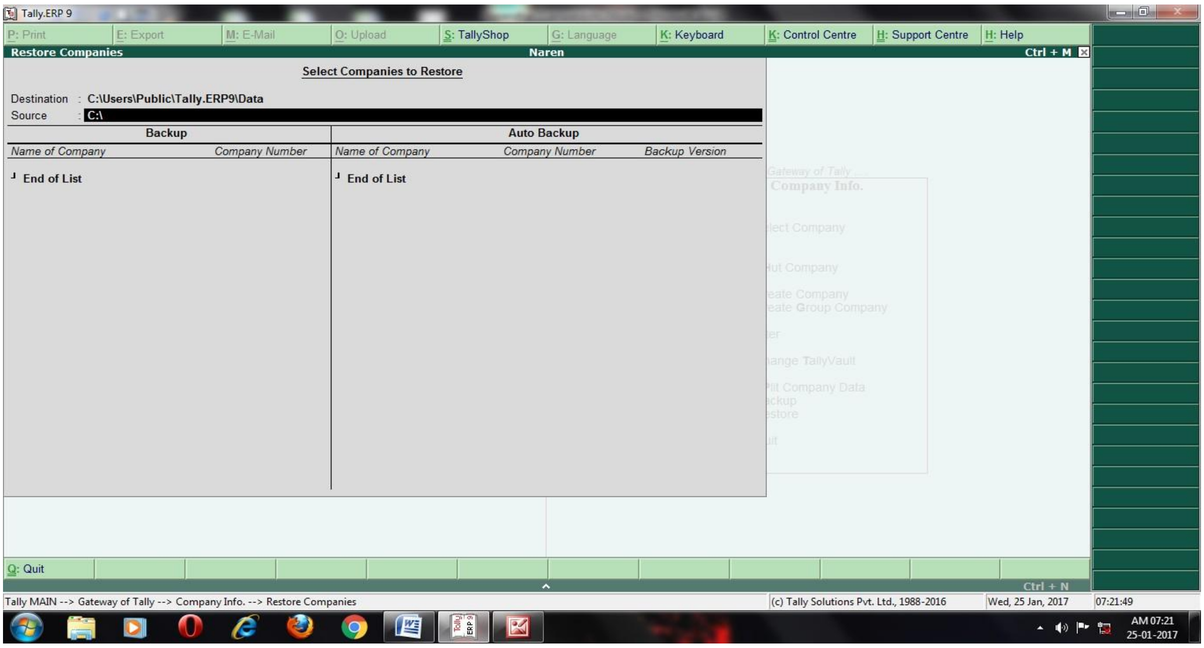
Company Info.
Select Company
SHut Company
Create Company
Create Group Company
Alter
Change TallyVault
SPlit Company Data
Backup
Restore
Quit



Tally.ERP 9
P: Print
E: Export
M: E-Mail
O: Upload
S: TallyShop
G: Language
K: Keyboard
K: Control Centre
H: Support Centre
H: Help
Backup Companies on Disk
Joe Annoi Limited
Ctrl + M
Select Companies to Backup
Source : C:\Users\Public\Tally.ERP9\Data
Destination : C:\
Name of Company
Company Number
Joe Annoi Limited (10000)
List of Companies
End of List
Joe Annoi Limited (10003) Apr-2017 to Mar-2018
Naren (10004) Apr-2016 to Mar-2017
Surya Traders (10002) Apr-2016 to Mar-2017
VENKEE CONSTRUCTION (10001) Apr-2016 to Mar-2017
Q: Quit
Ctrl + N
Tally MAIN --> Gateway of Tally --> Company Info. --> Backup Companies on Disk
(c) Tally Solutions Pvt. Ltd., 1988-2016
Wed, 25 Jan, 2017
07:15:35

(g) Restore





RESULT

Thus the Creation, Alteration, Selection, Shutting, Splitting and Backup & Restore function was done successfully.

GATEWAY OF TALLY

EX-NO: 2.1 ACCOUNTS INFORMATION

AIM

To Create Accounting Ledger for the Company using Tally.

PROCEDURE

After creating the Company select Accounts Info from the Master Menu.

Groups

Step 1: Select Create option from Single Group or Multiple Group.

Step 2: Group Creation Screen will be displayed.

Step 3: Enter the Group Name and select the Under Option.

Step 4: To display the Select Display option either Single Group or Multiple Group.

Step 5: To Alter the Group select Alter option either from Single Group or Multiple Group.

Ledgers

Step 1: Select Create option from Single Ledger (or) Multiple Ledger.

Step 2: Ledger Creation Screen will be displayed.

Step 3: Enter the name select appropriate Under Option from the display screen.

Step 4: Enter the Opening Balance and accept the Ledger.

Step 5: To display Ledger select display option either from Single Ledger or Multiple Ledger.

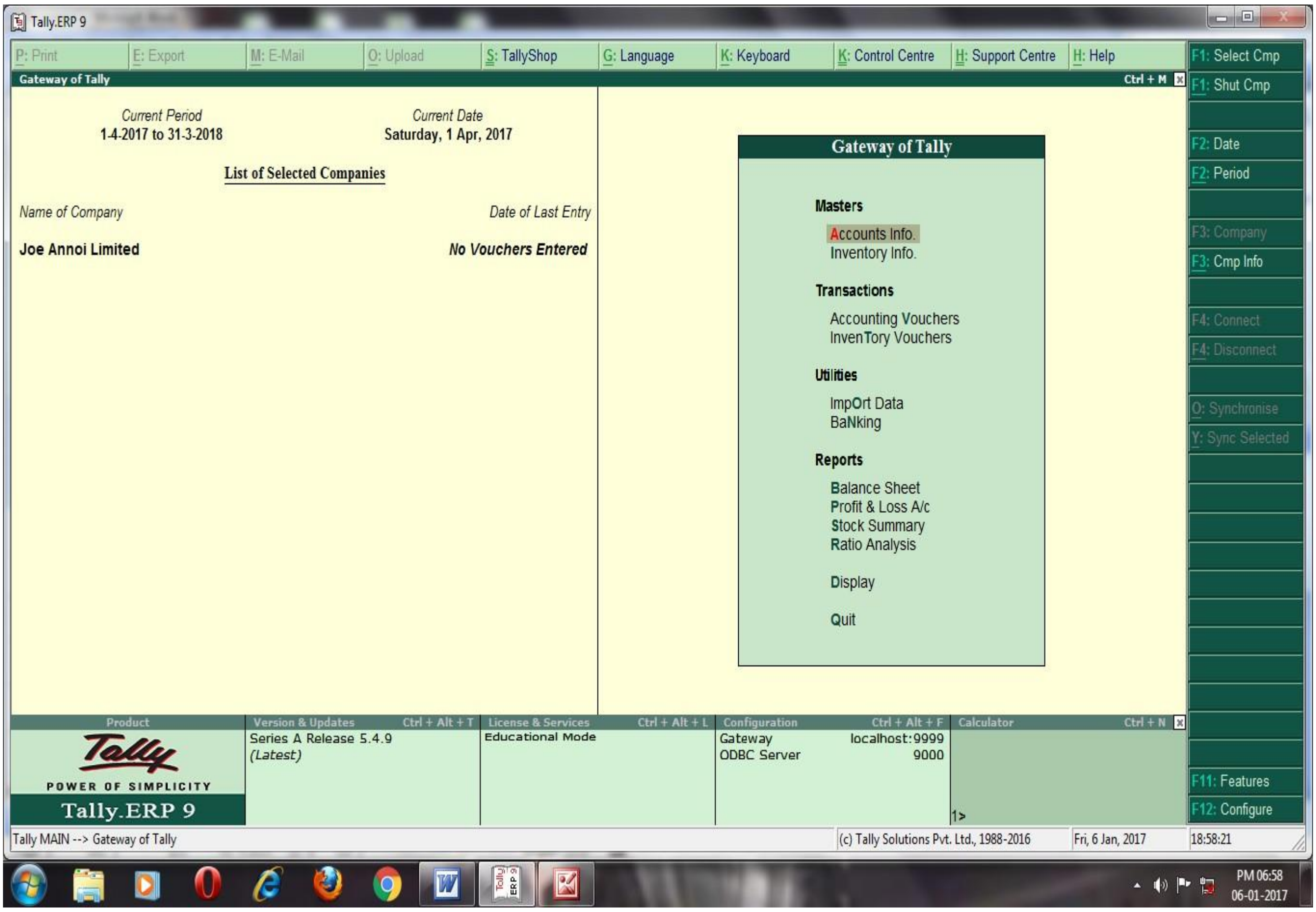
Step 6: To alter the ledger select alter option either from Single Ledger or Multiple Ledger.

Voucher Types

TYPES OF VOUCHER	KEYS	PURPOSE
Contra	F4	Records Fund Transfers between Cash and Bank Accounts and Bank Accounts.
Payment	F5	Records all Bank and Cash Payments.
Receipt	F6	Records all Bank and Cash Receipts.
Journals	F7	Records adjustments between Ledgers.
Sales	F8	Records all Sales.
Purchase	F9	Records all Purchase.
Purchase Order	Alt + F4	Tally permits you to produce Purchase Order from the System Purchase Order may be Produced

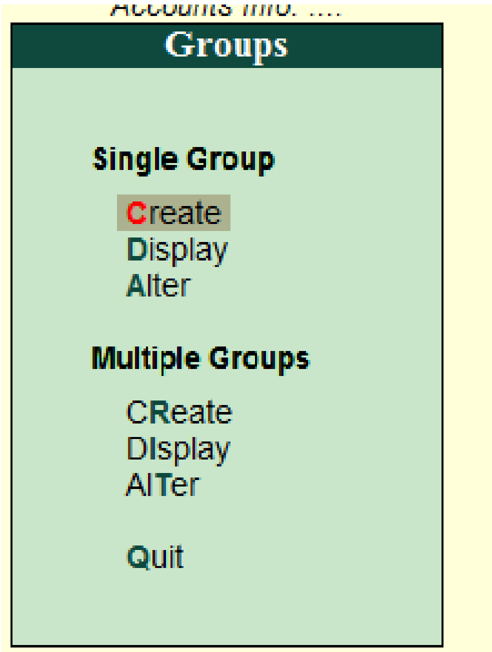
		Print and Sent to Suppliers.
Sales Order	Alt + F7	Records the transfer of Stock Order from One Location to Another.
Receipt Note	Alt + F9	It is used to record the Goods that are Supplied by the Creditor after the Purchase Order is raised.
Delivery Note	Alt + F8	It is used to record the Goods that are Delivered to the Customer at the time of Sales.

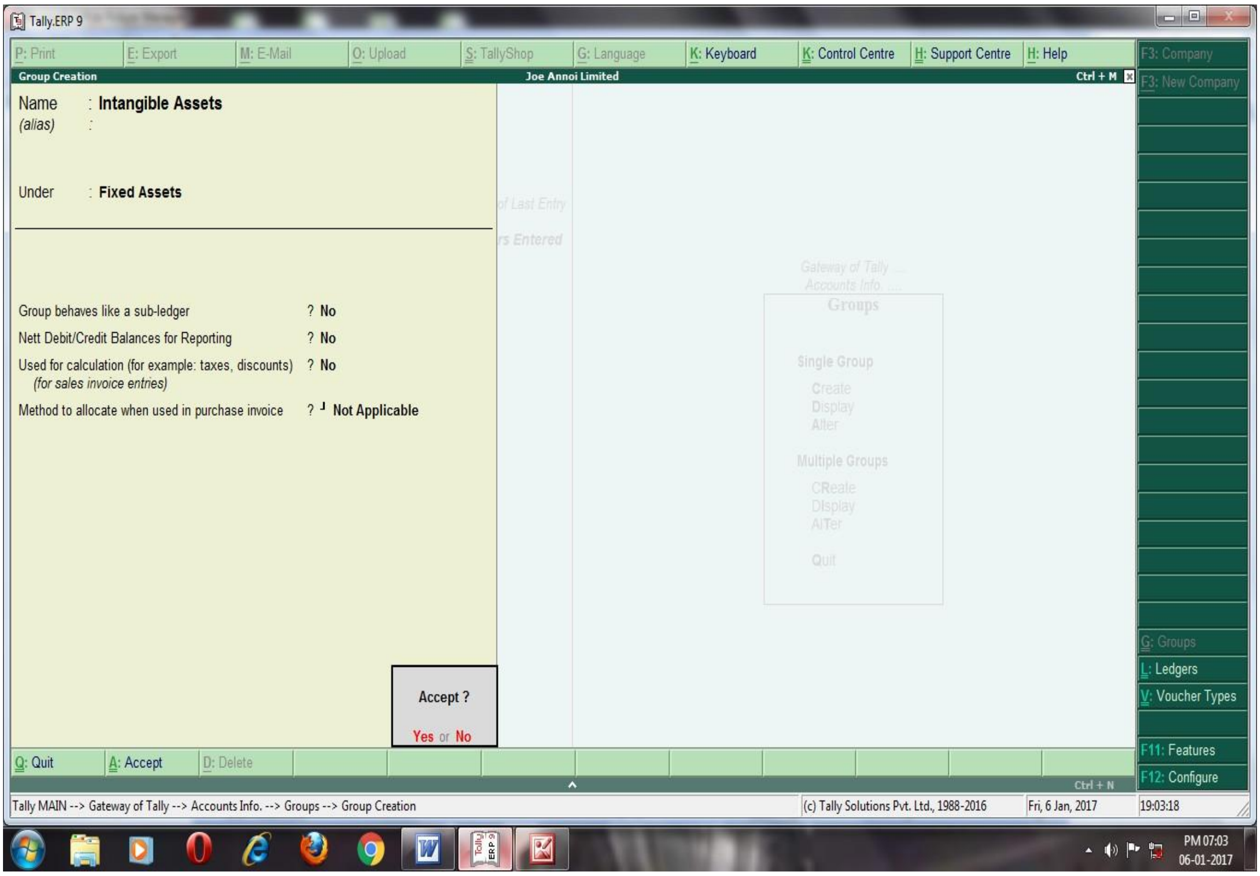
a) Accounts Info



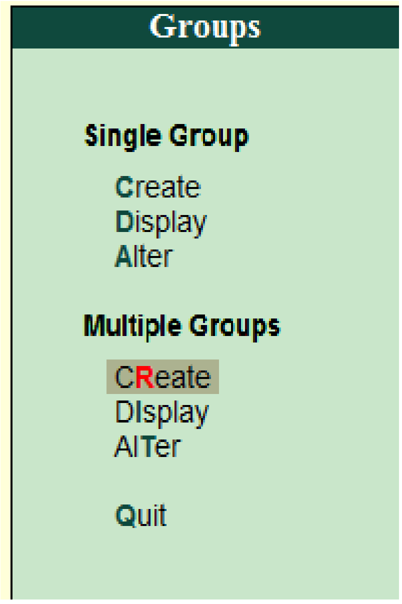
Group

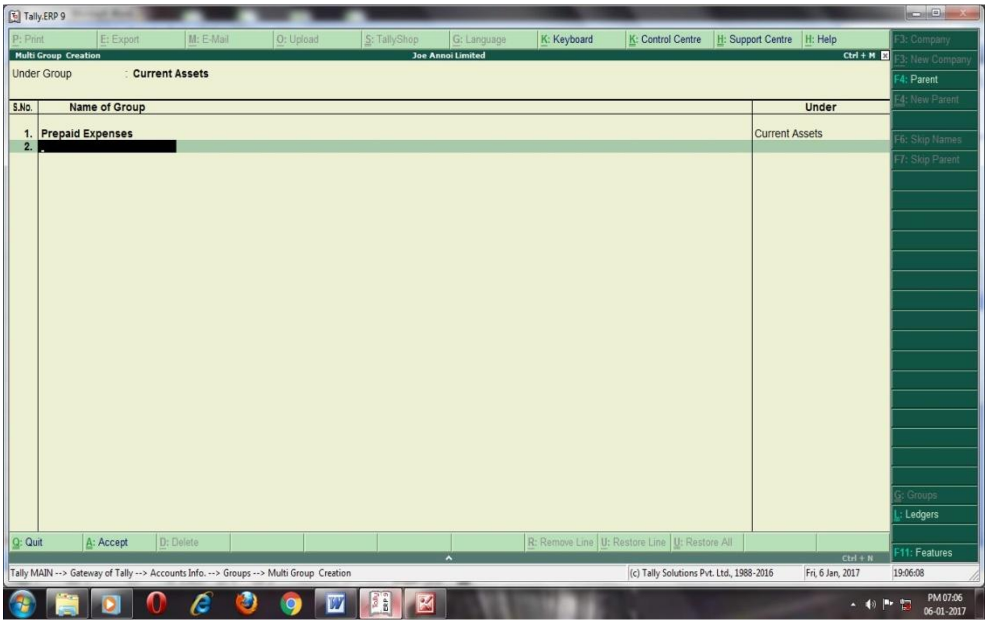
Single Group Creation



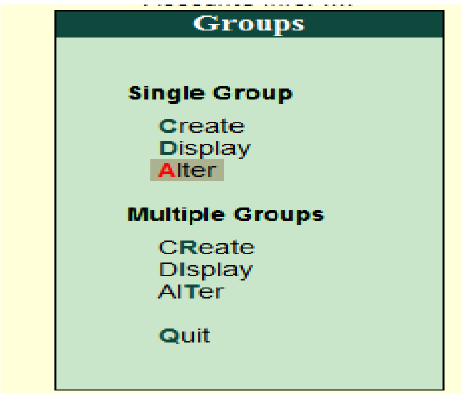


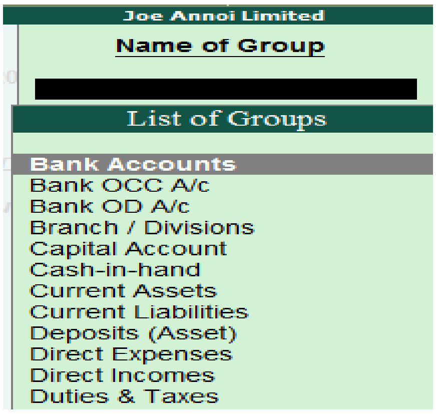
Multiple Group Creation

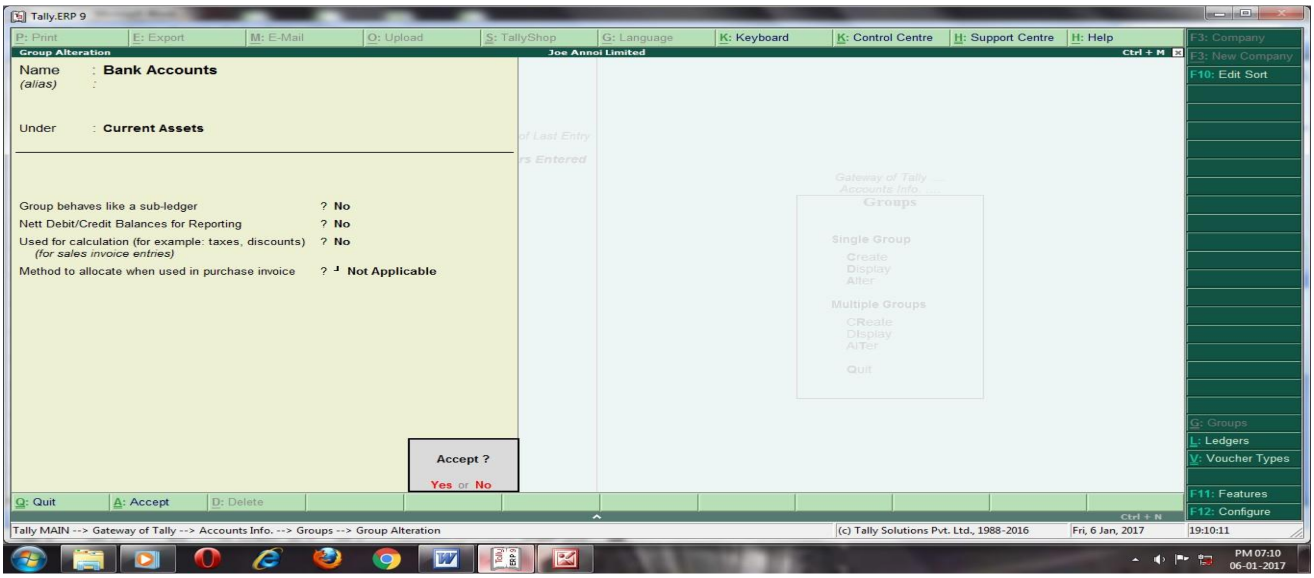




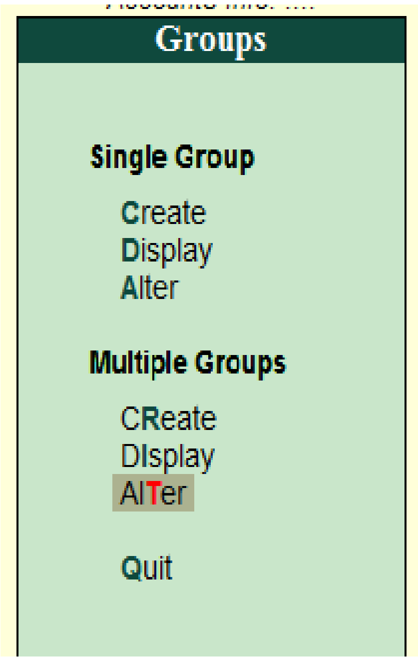
Single Group Alteration

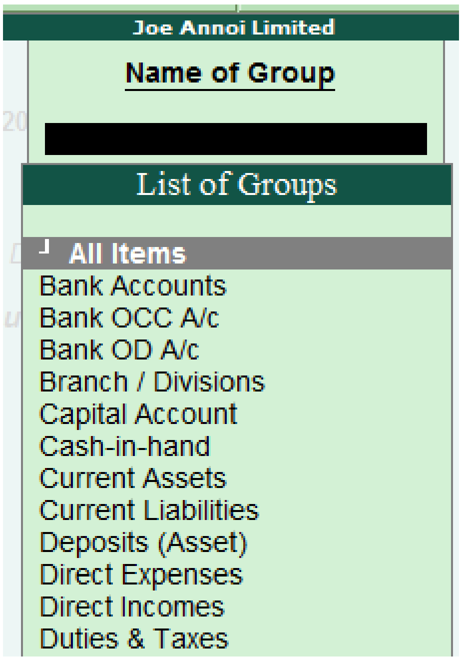


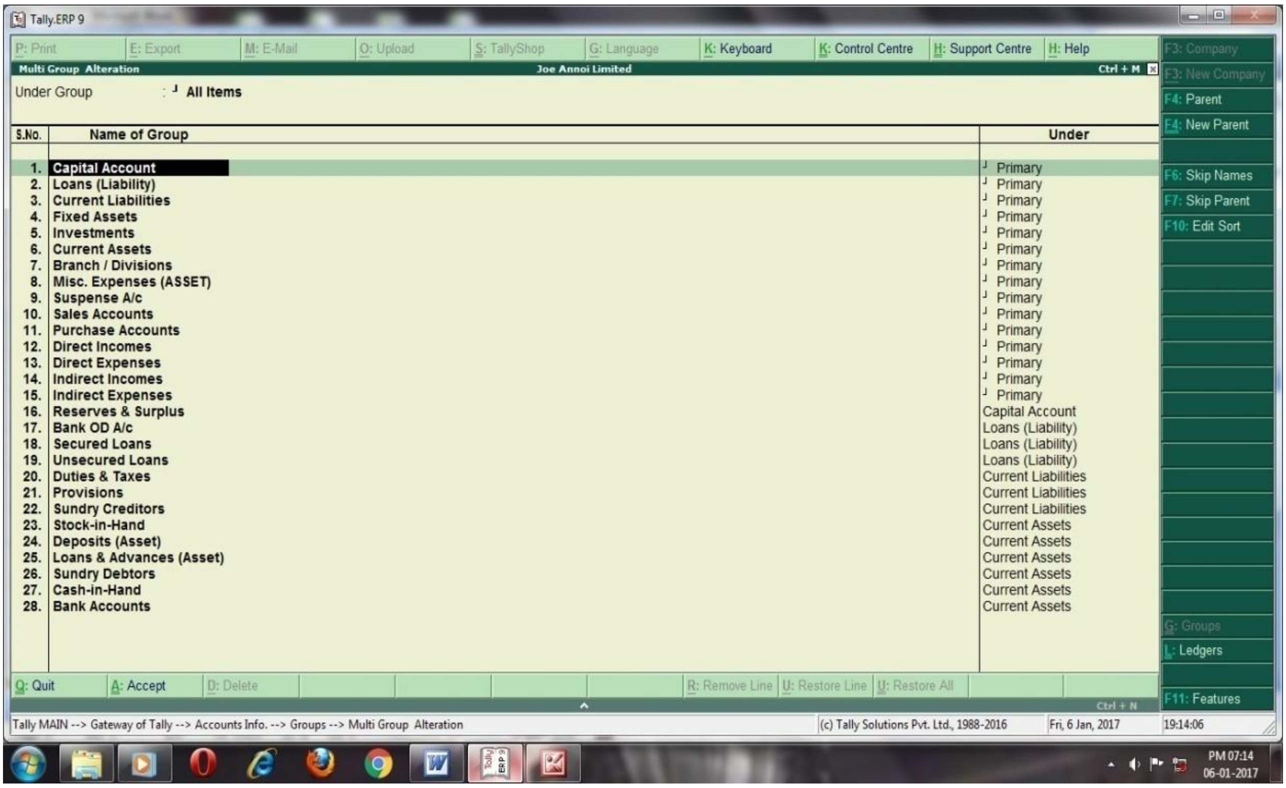




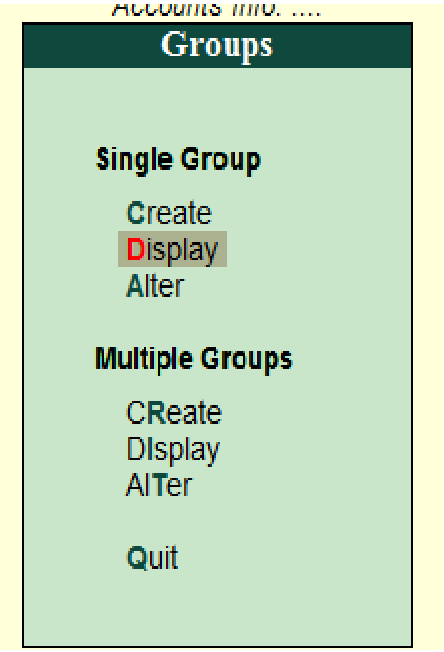
Multiple Group Alteration

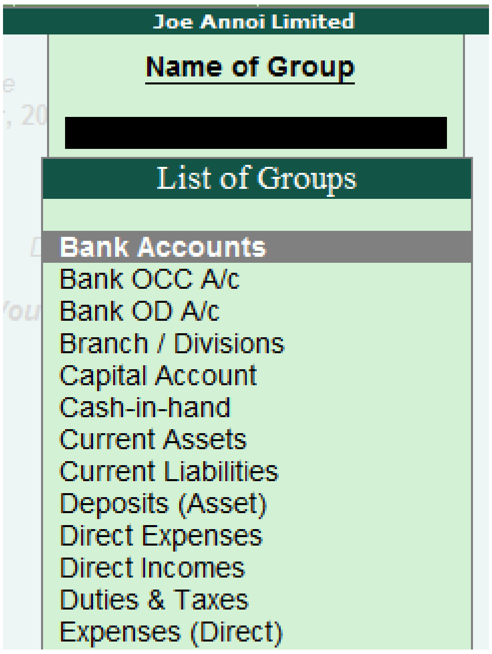


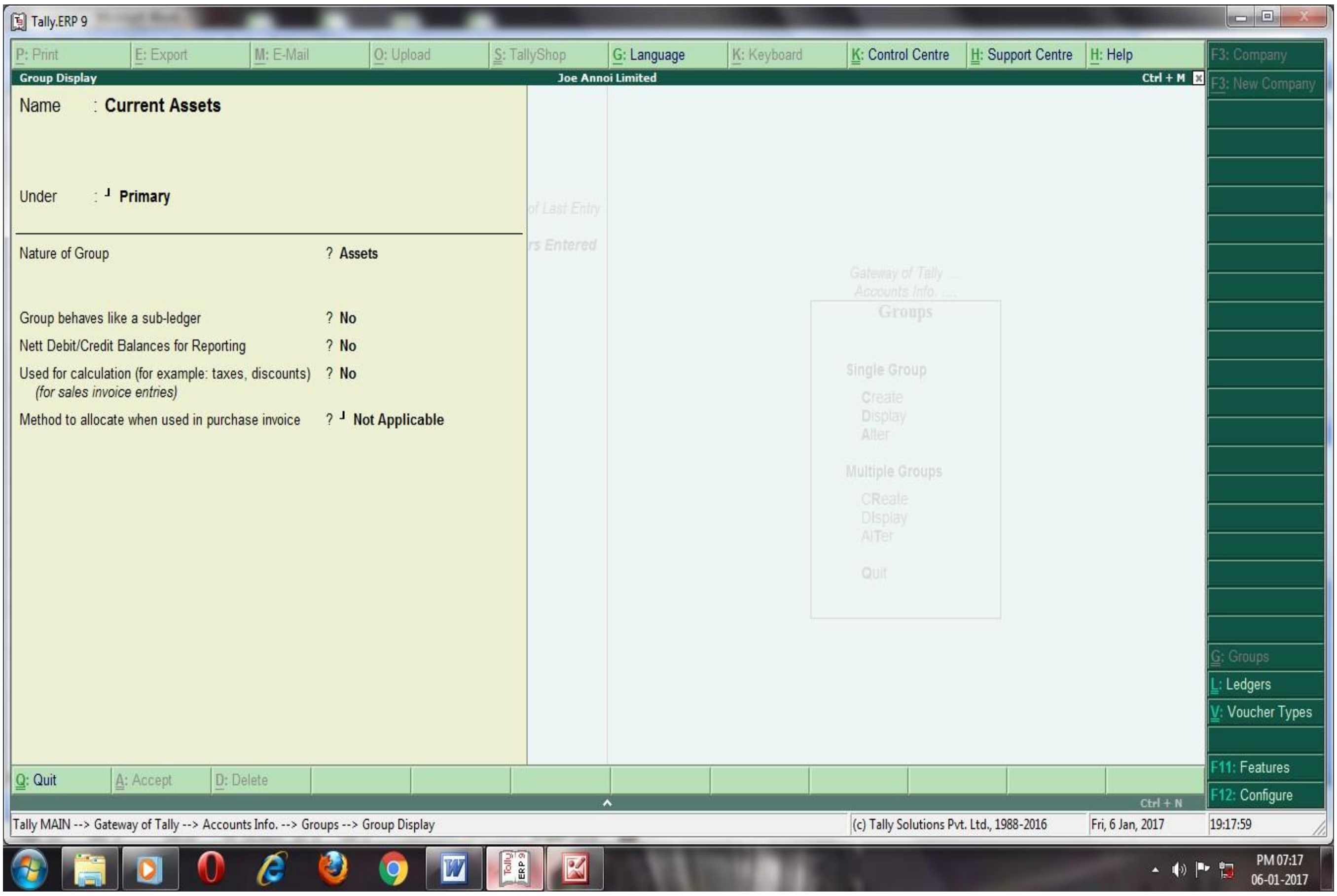




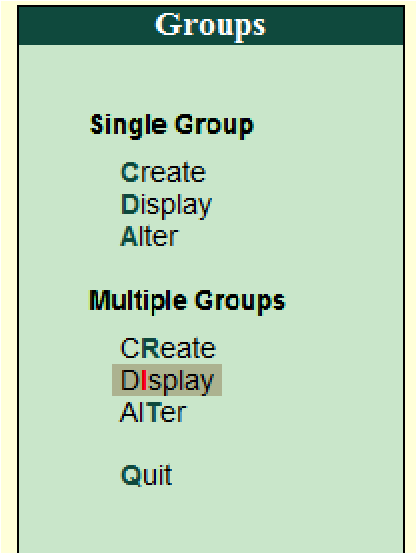
Single Group Display

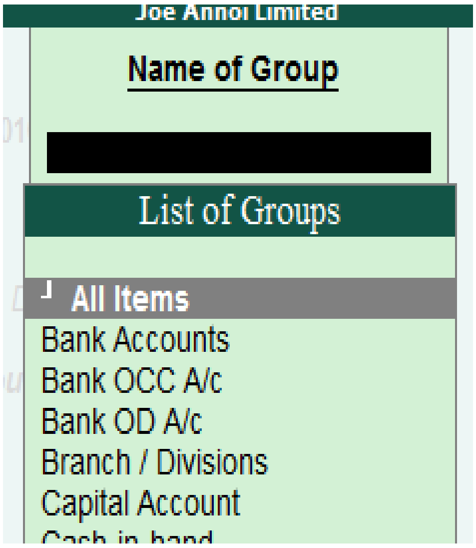


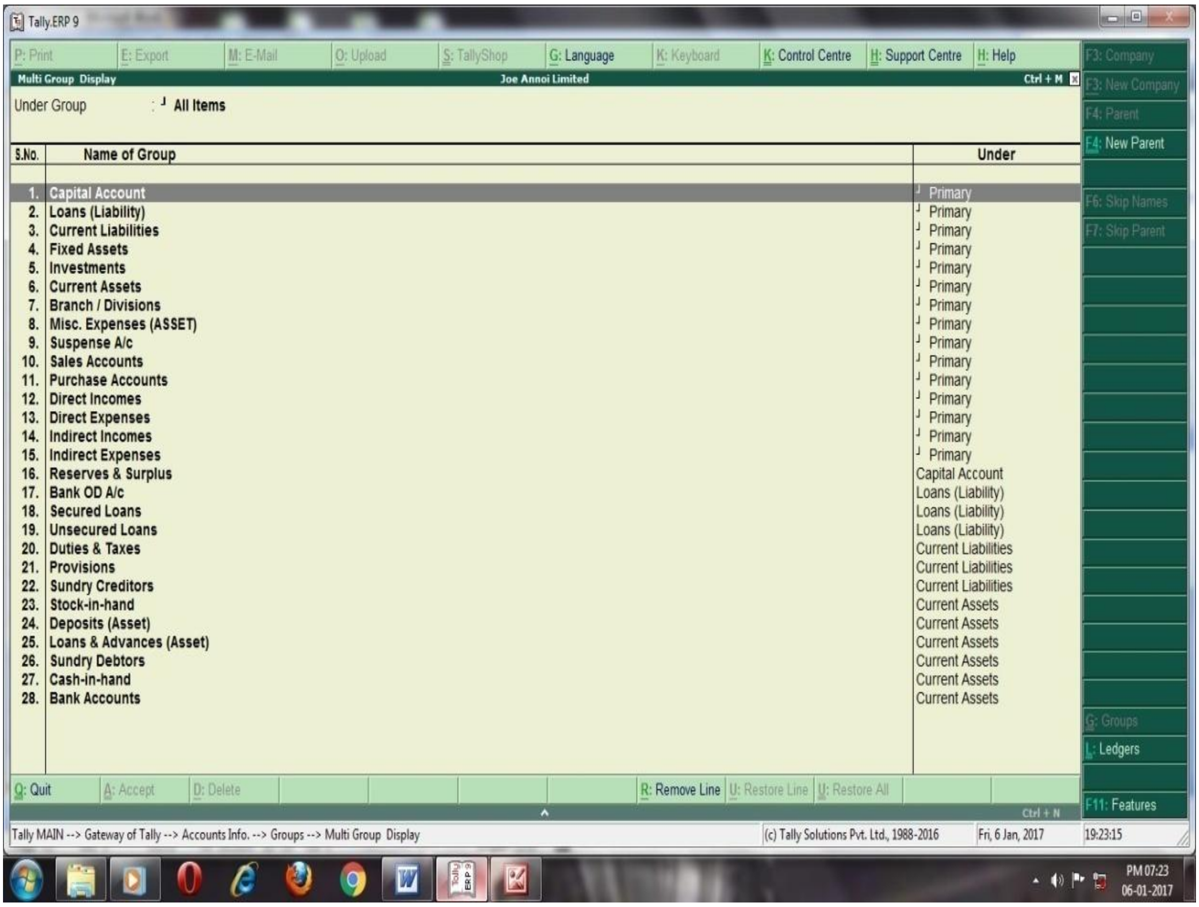




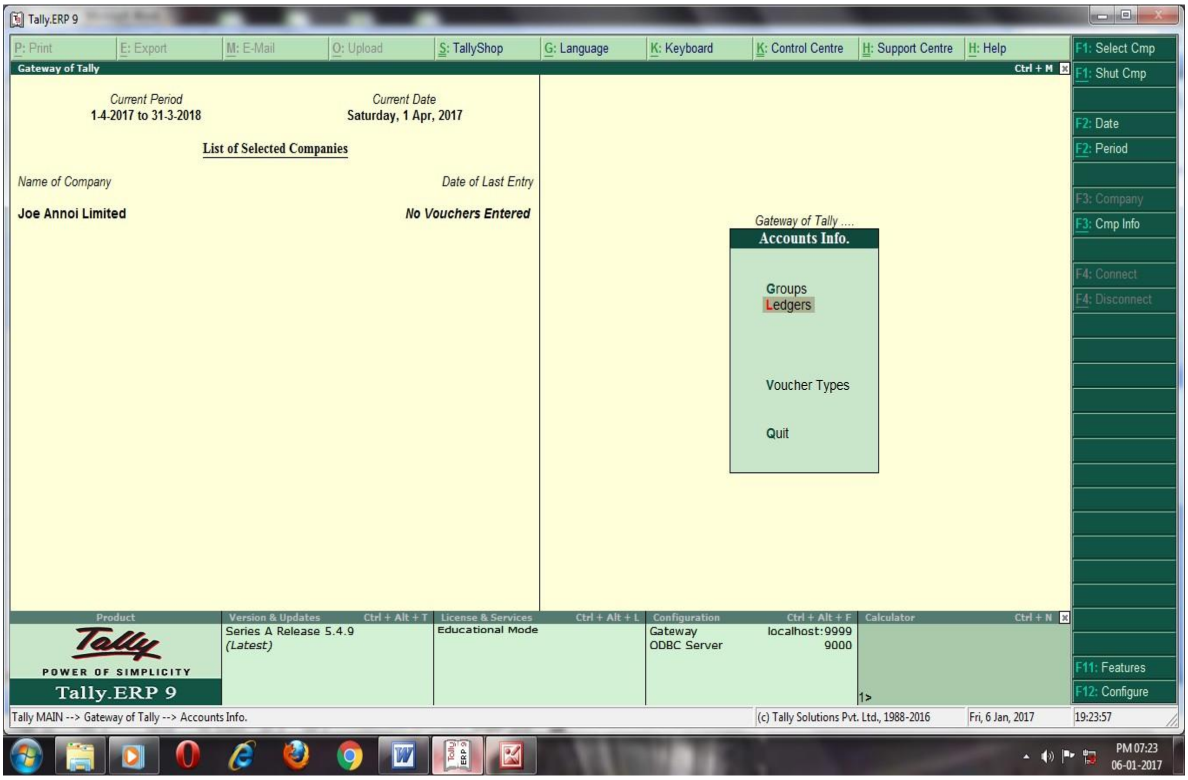
<u>**Multiple Group Display**</u>



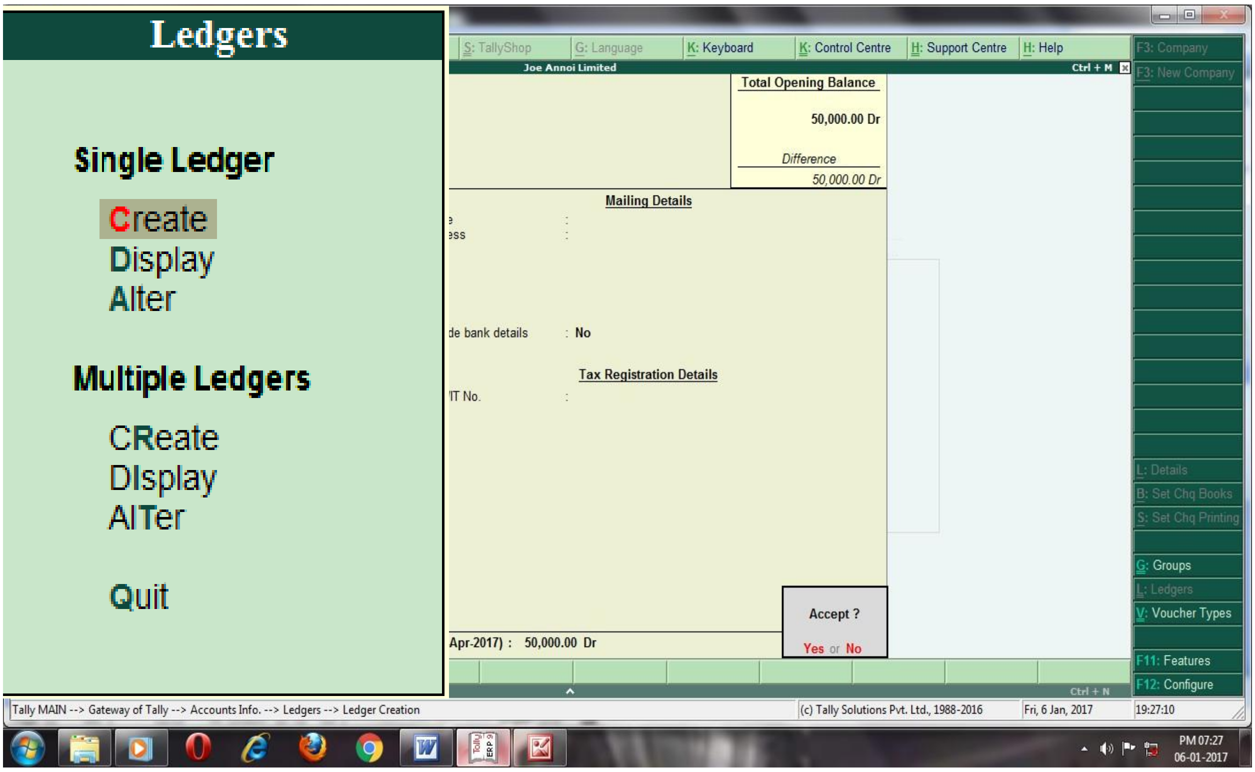




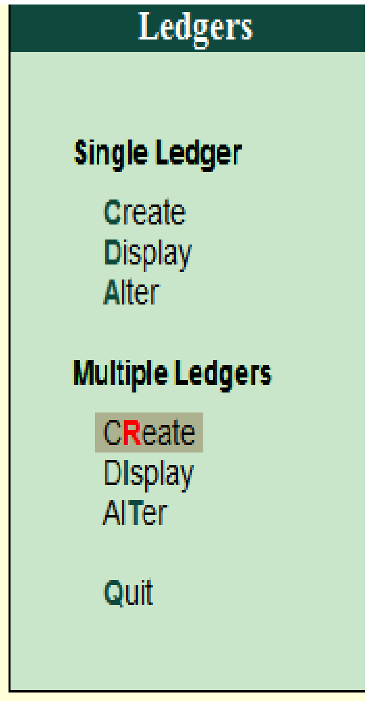
Ledger

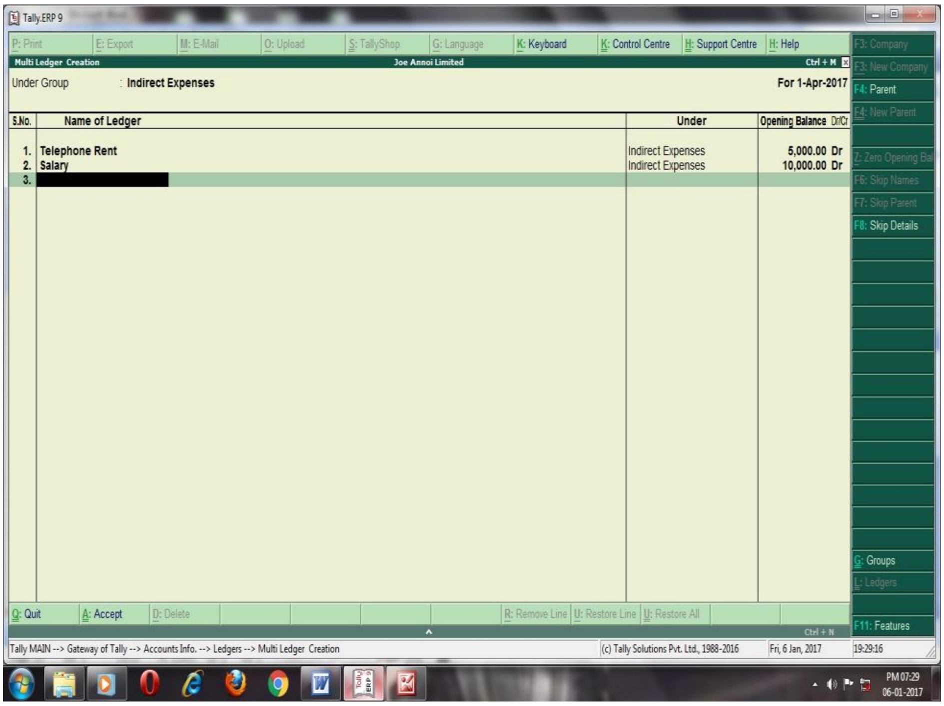


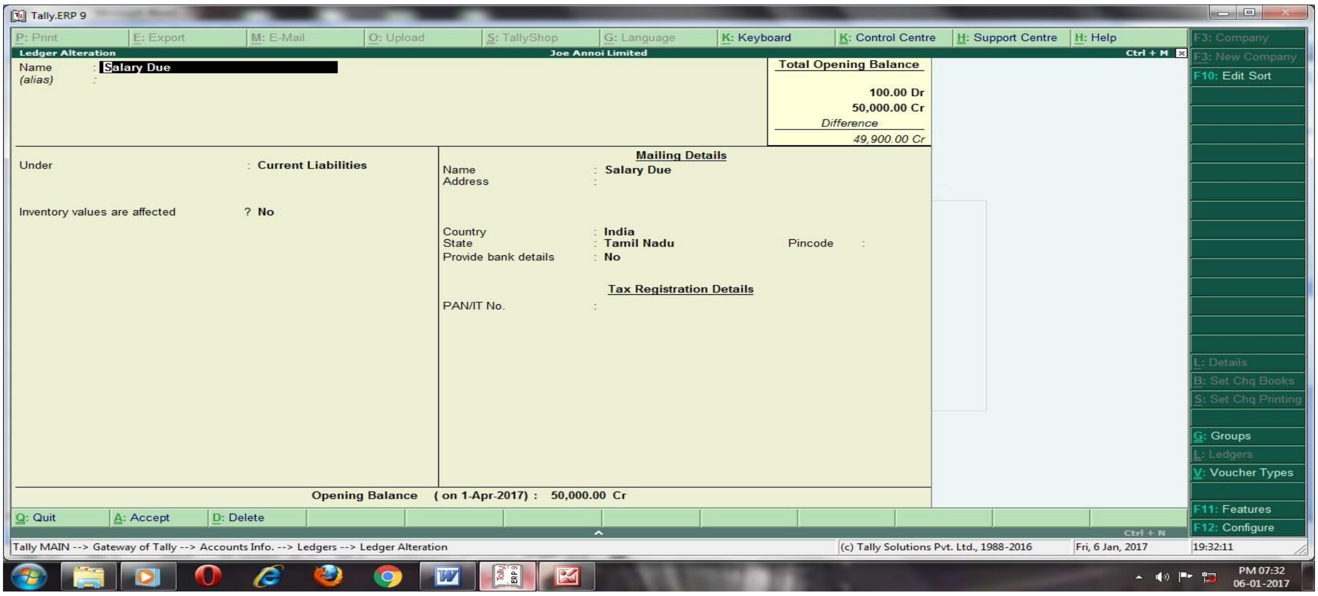
Single Ledger Creation



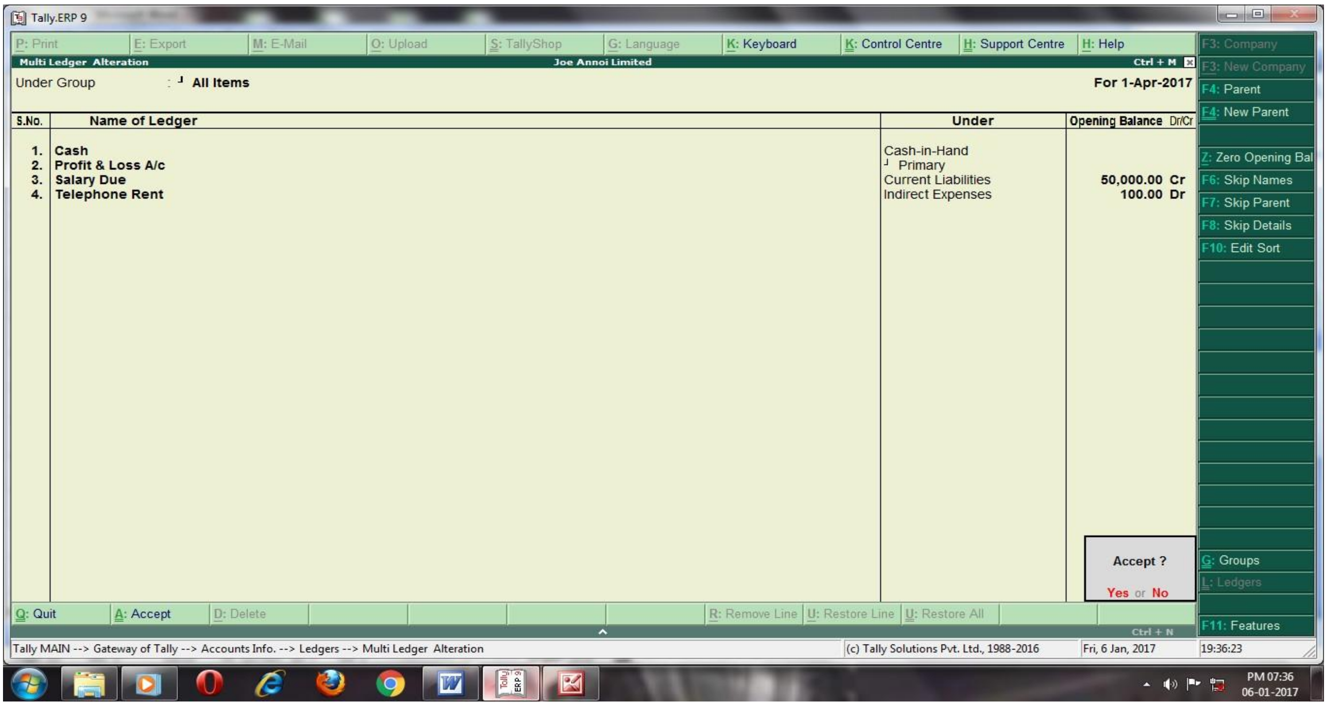
Multiple Ledger Creation



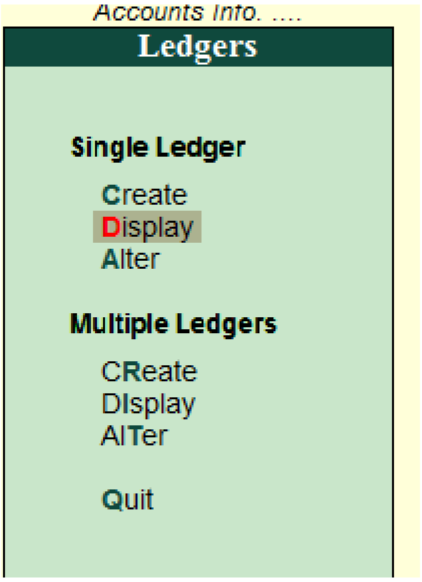


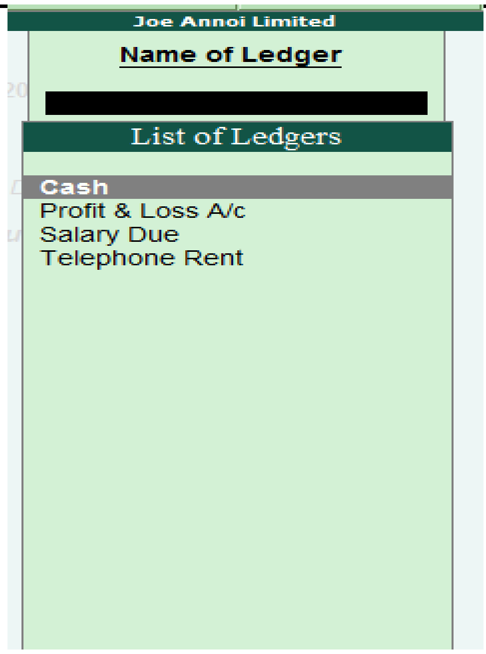


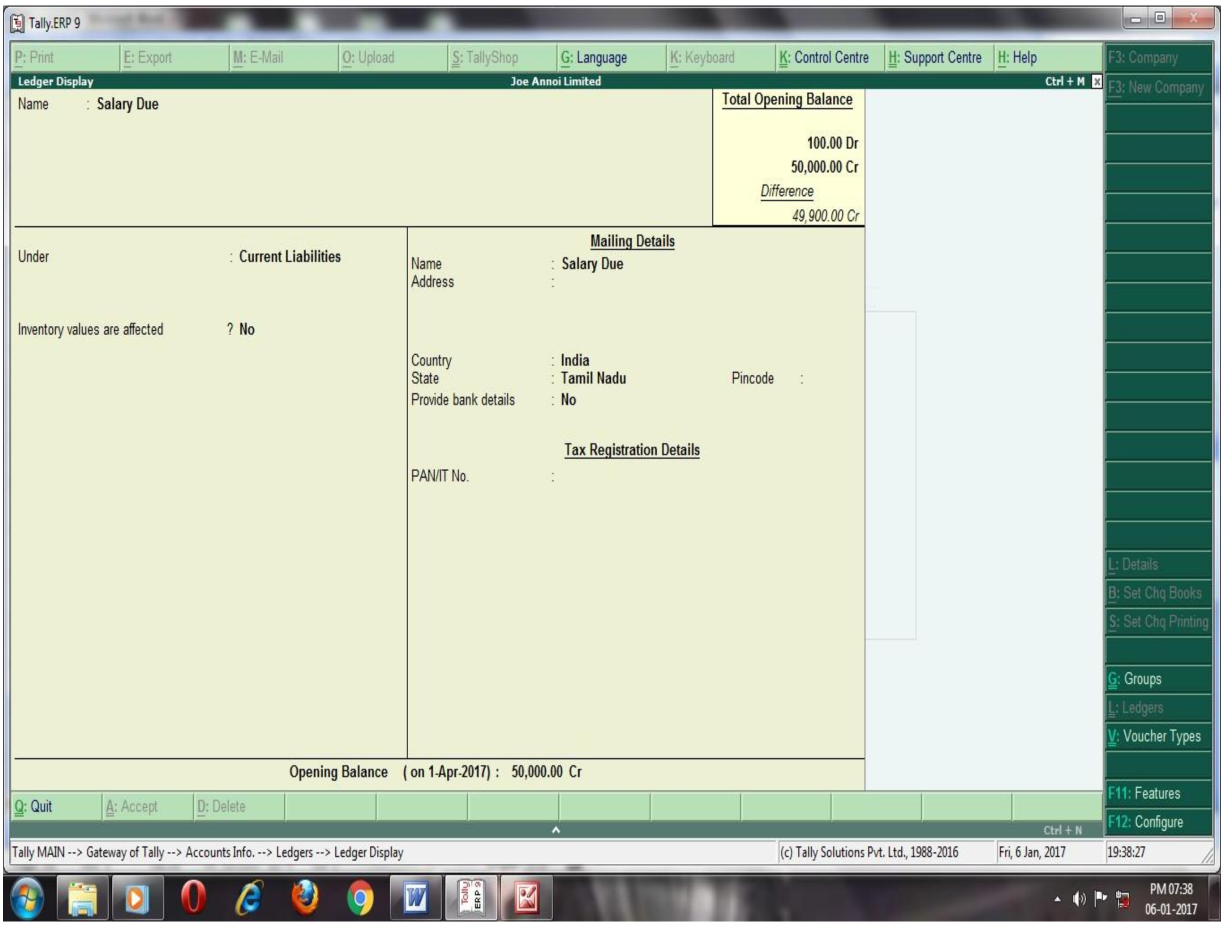
Multiple Group Alteration



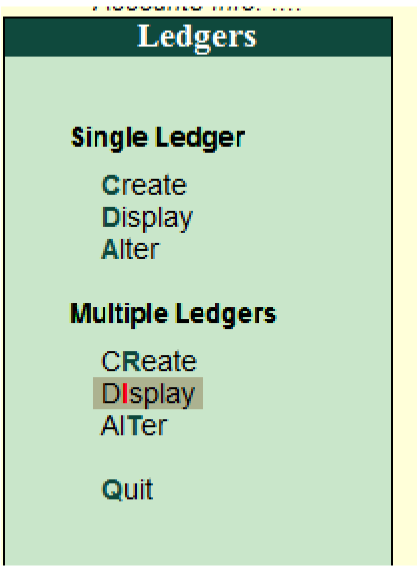
Single Ledger Display

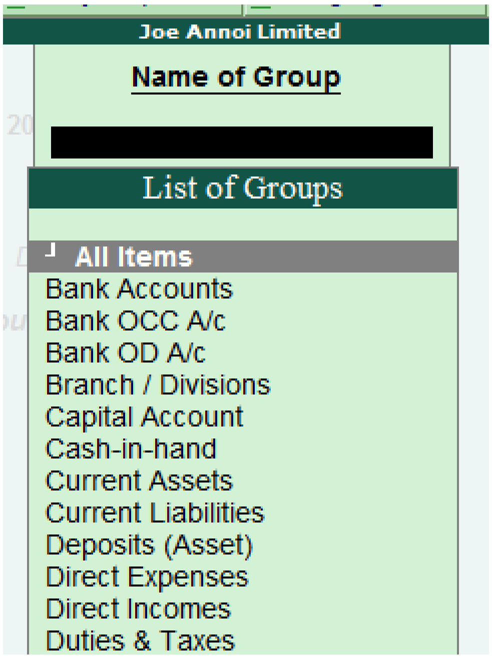


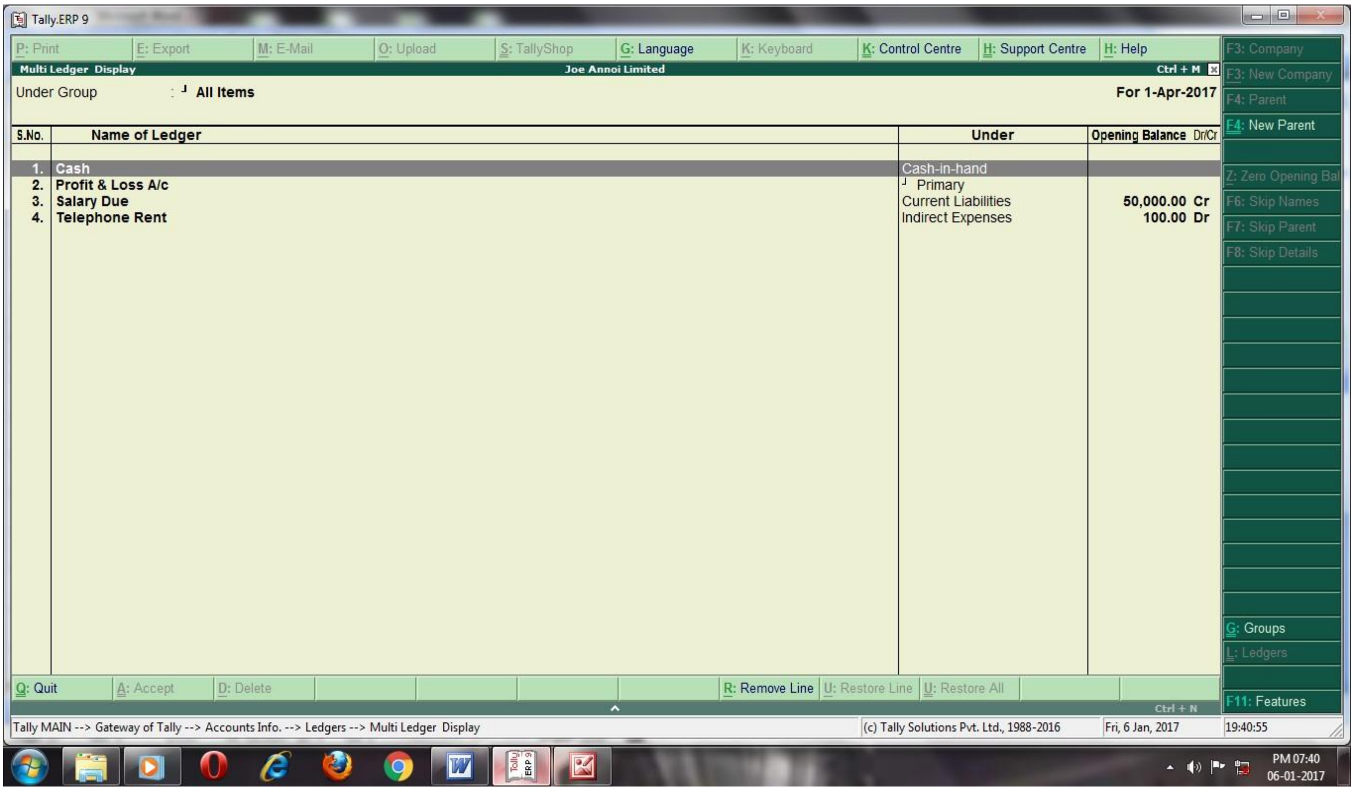




Multiple Ledger Display







RESULT

Thus the creation of Ledger Function using Accounts Info was done successfully.

EX-NO: 3. ACCOUNTING VOUCHER

AIM

To prepare various types of Voucher using Accounting Voucher in Tally.

PROCEDURE

Step 1: Go to Gateway of Tally

Step 2: Select Accounting Info to prepare necessary Ledger.

Step 3: Select Accounting Voucher the voucher creation screen will be displayed.

Contra

Step 1: Press F4 to display Contra Voucher.

Step 2: All the Contra Transaction or entered into the Voucher.

Payment voucher

Step 1: Press F5 to display Payment Voucher.

Step 2: All the Payment Oriented Transaction or enter into the Voucher.

Receipt Voucher

Step 1: Press F6 to display Receipt Voucher.

Step 2: All the Receipt Oriented Transaction or enter into the Voucher.

Purchase Voucher

Step 1: Press F9 to display Purchase Voucher.

Step 2: Alter Purchase Oriented Transaction or enter into the Voucher.

Sales Voucher

Step 1: Press F8 to display Sales Voucher.

Step 2: Alter Sales Oriented Transaction or enter Voucher.

Journal Voucher

Step 1: Press F7 to display Journal Voucher.

Step 2: Alter Journal Oriented Transaction or enter into the Voucher.

Debit Note

Step 1: Press Ctrl + F9 to display the Debit Note Voucher.

Step 2: All the Purchase Return Oriented Transaction or entered into the Voucher.

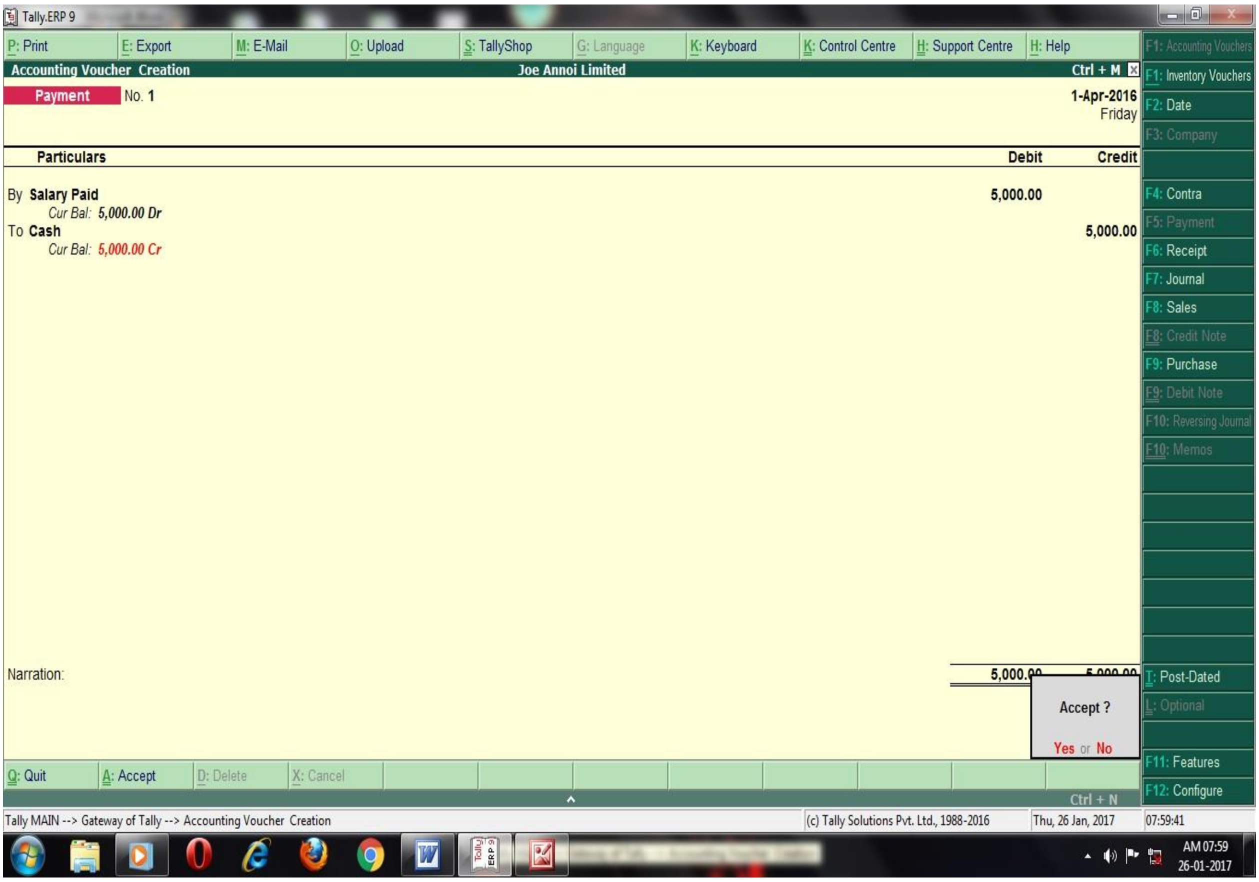
Credit Note

Step 1: Press Ctrl + F8 to display the Credit Note Voucher.

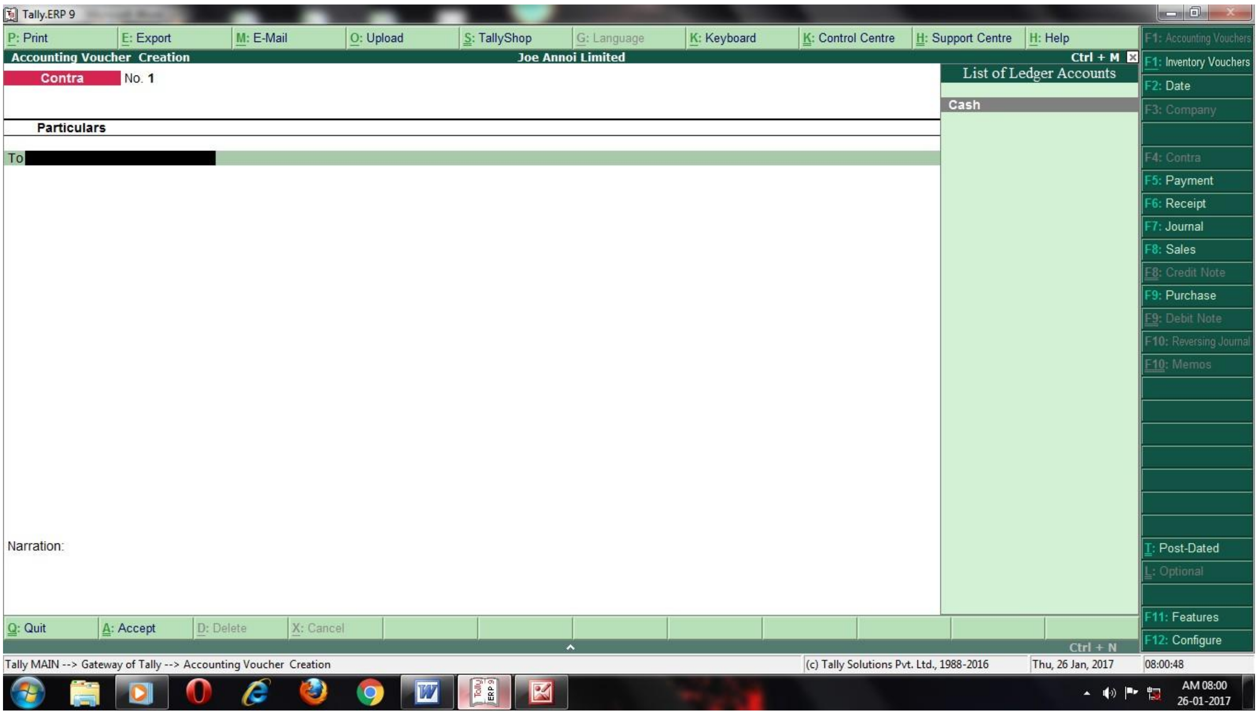
Step 2: All the Sales Return Oriented Transaction or entered into the Voucher.

Accounting Voucher

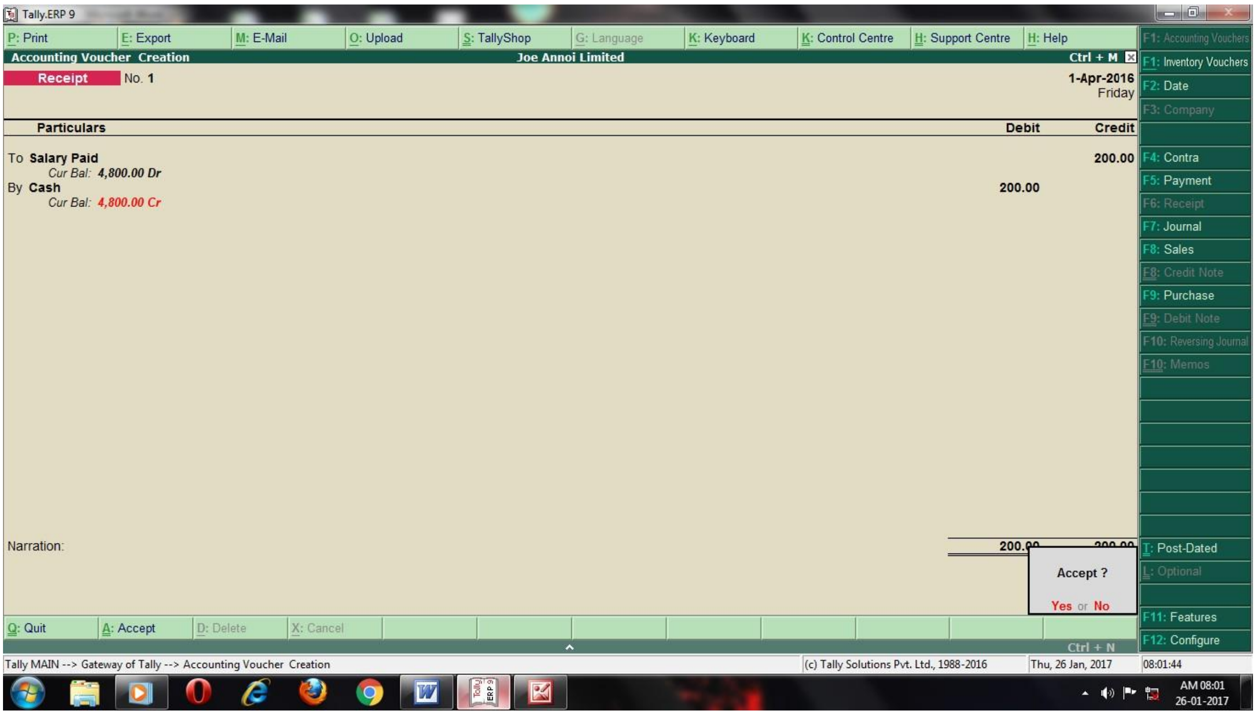
Payment Voucher



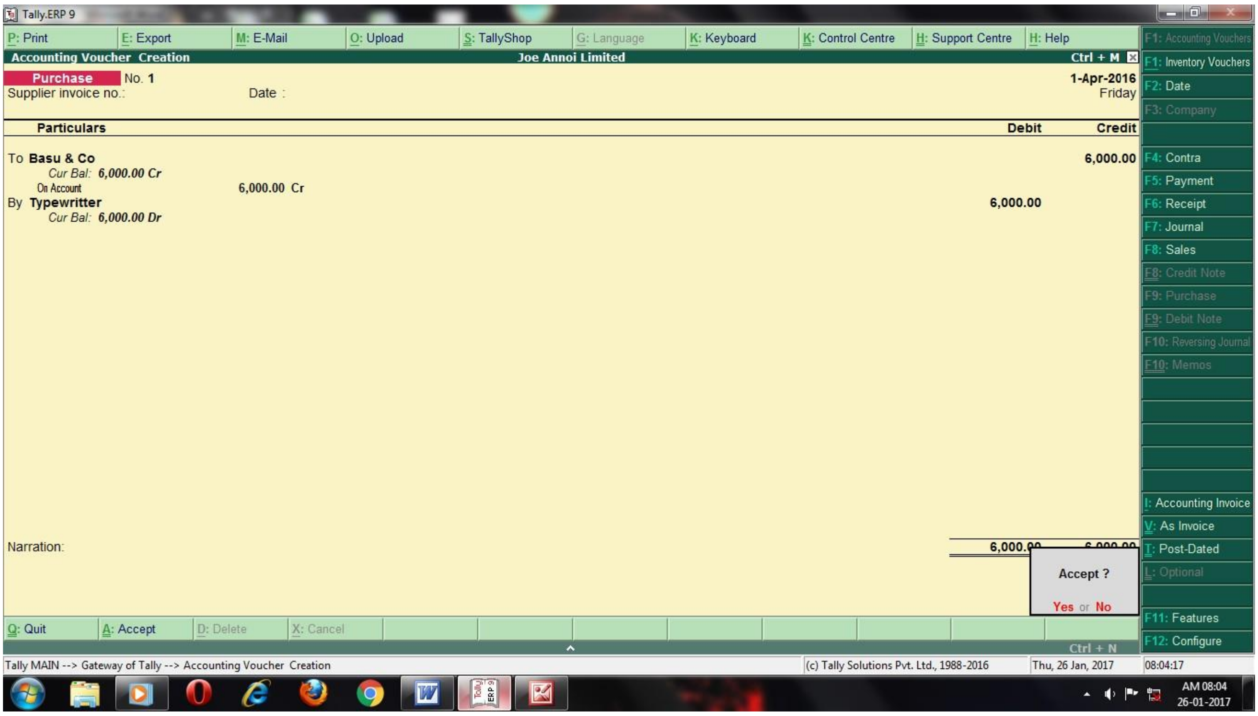
Contra Entry



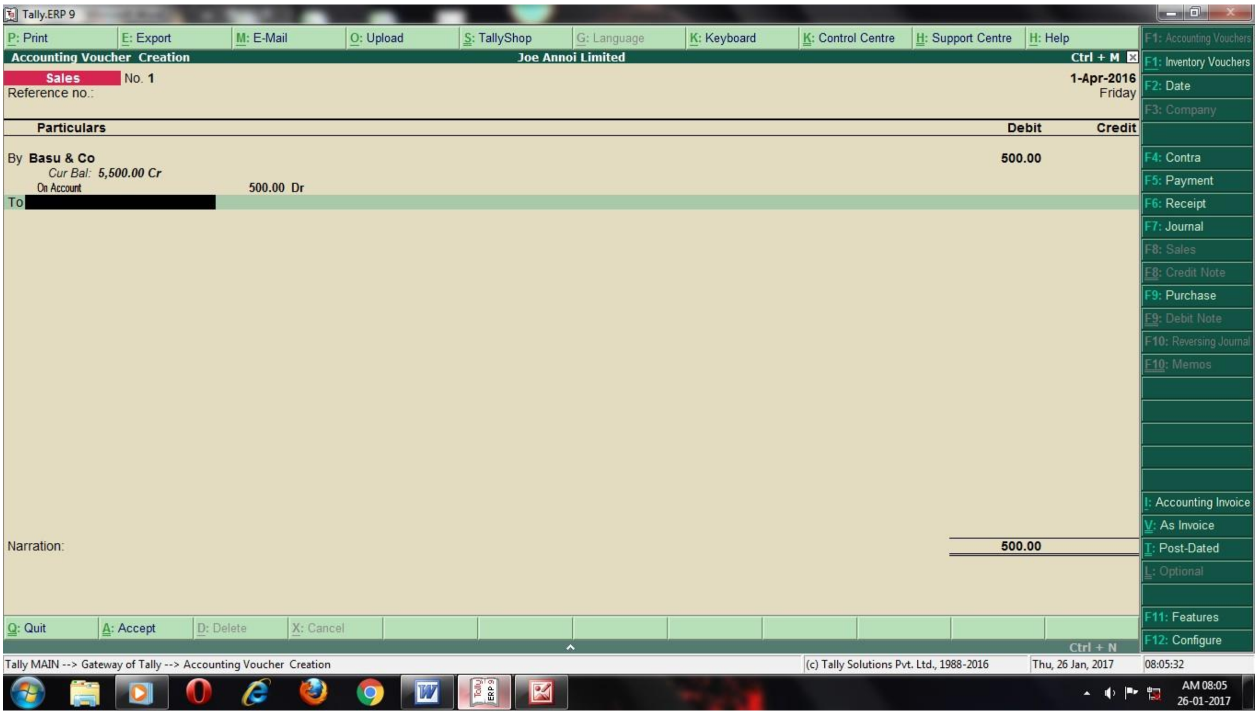
Receipt Voucher



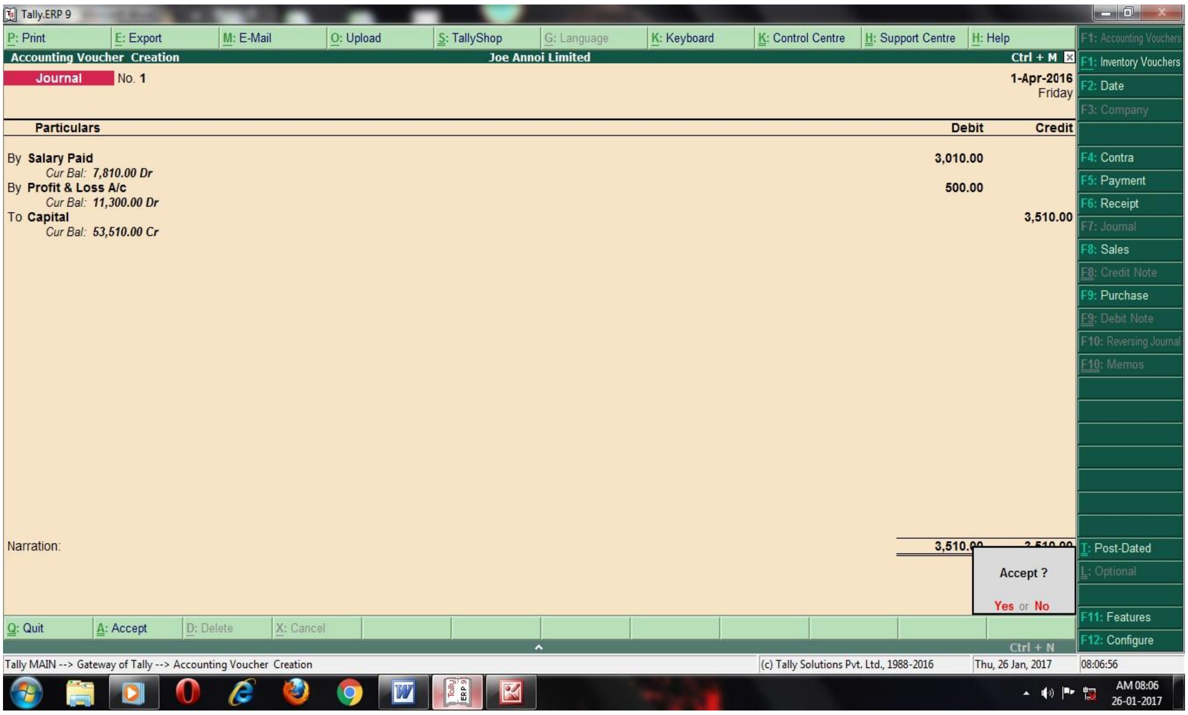
Purchase Voucher



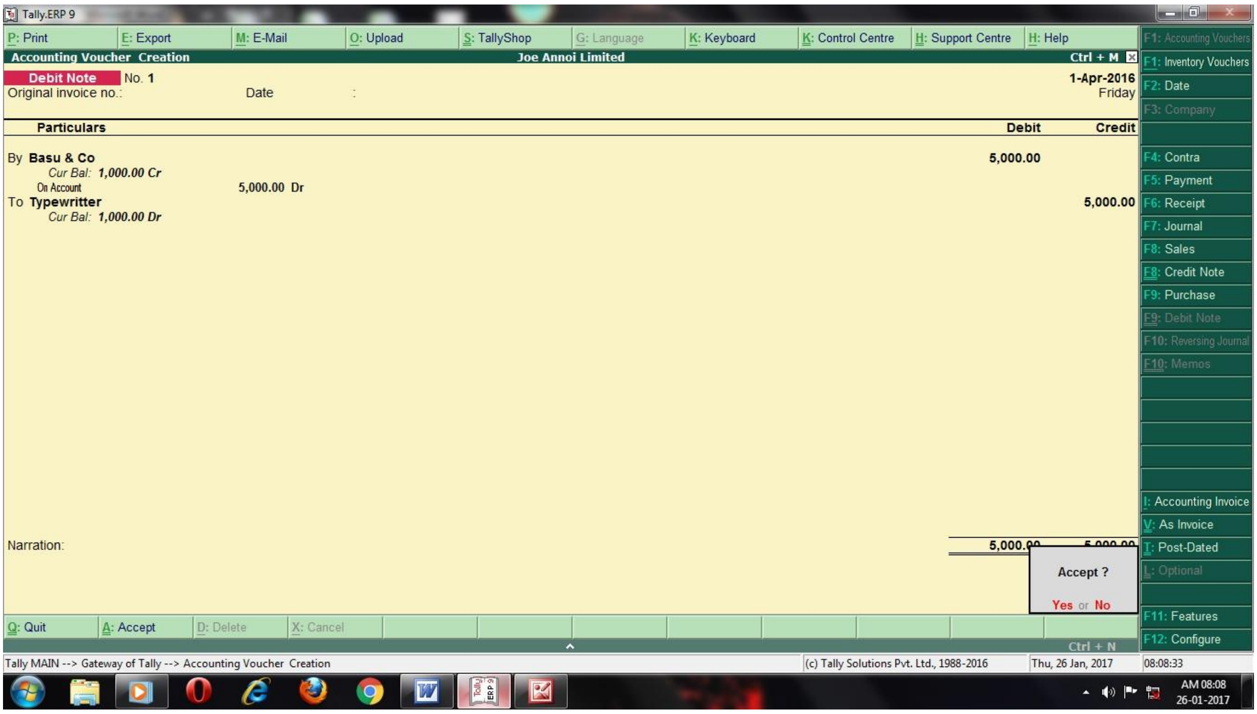
Sales Voucher



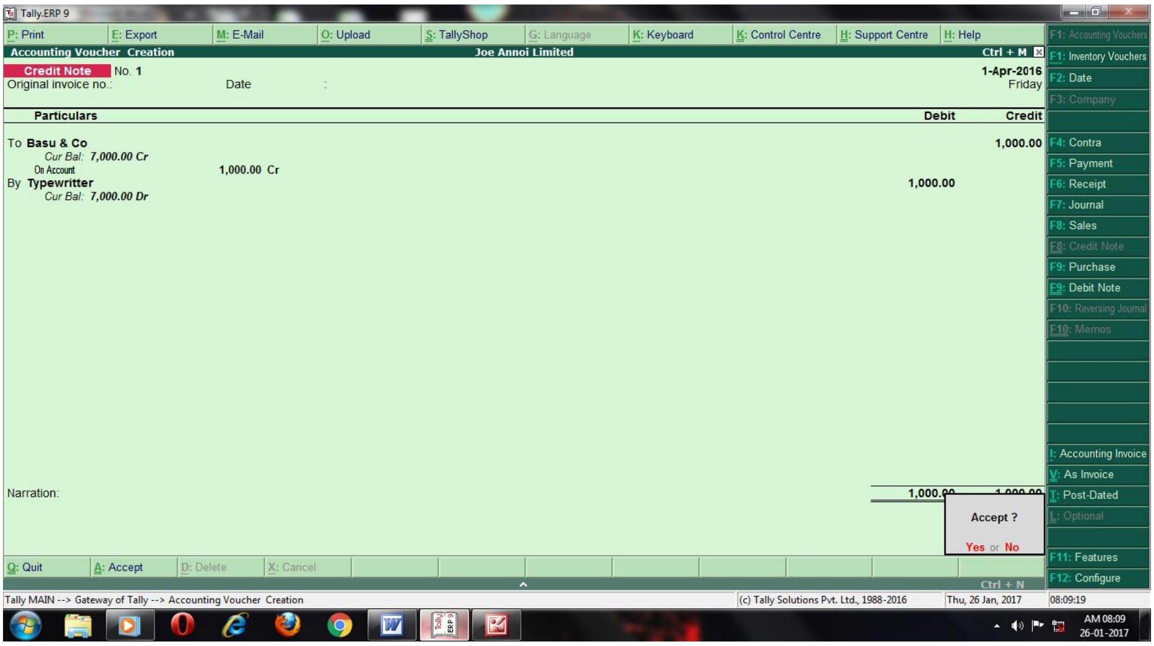
Journal



Debit Note



Credit Note



RESULT

Thus the using Accounting Voucher the creation of various types of Vouchers it was done successfully.

BALANCE SHEET

AIM

A balance sheet is a financial statement that reports a company's financial position. This report shows the balance between the assets and liabilities of a firm.

PROCEDURE

1. Go to **Gateway of Tally** > **Balance Sheet** .*(Press Alt+F1 for Detailed)*

Note : By default, the ***Balance Sheet*** *report will be generated as on the date of the last voucher entry. You can change the date to view the report for the required period.*

Balance Sheet | Swayam Sales | Ctrl + M

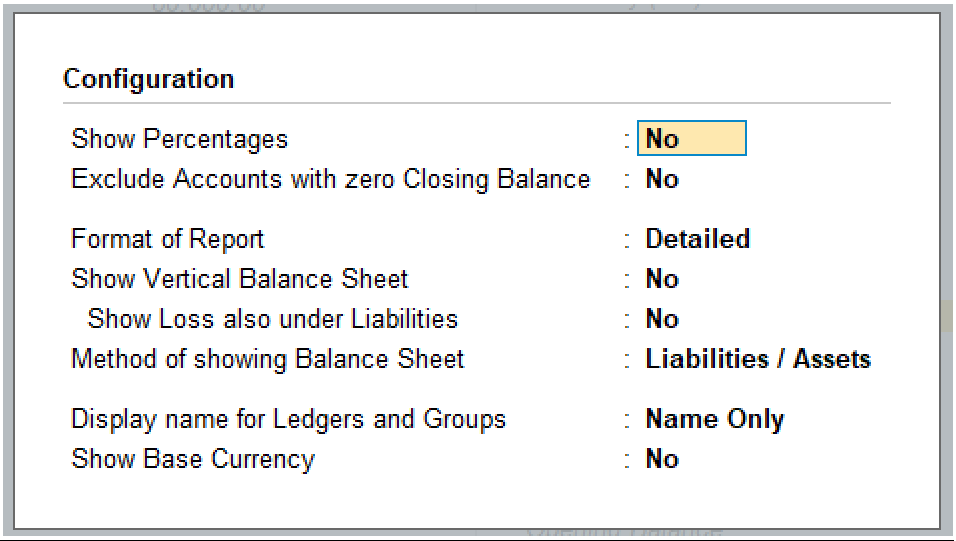
Liabilities		Swayam Sales as at 1-Sep-2020	Assets		Swayam Sales as at 1-Sep-2020
Capital Account		14,50,000.00	**Fixed Assets**		**6,05,000.00**
Mr. Sanjay Capital A/C	14,50,000.00		*Computer (18%)*	70,000.00	
Loans (Liability)		**2,67,500.00**	*Furniture (18%)*	90,000.00	
Secured Loans	1,87,500.00		*Land & Building*	1,25,000.00	
Unsecured Loans	80,000.00		*Machinery (5%)*	1,10,000.00	
Current Liabilities		**23,70,221.03**	*Office Equipments (12%)*	1,10,000.00	
Duties & Taxes	(-)1,38,848.47		*Vehicle (18%)*	1,00,000.00	
Provisions	24,500.00		**Investments**		**1,06,000.00**
Sundry Creditors	24,84,569.50		*Investment in Co. Shares*	25,000.00	
Branch / Divisions		**1,86,015.00**	*Investment in Insurance*	6,000.00	
BBSR Office	96,750.00		*Investment in Mutual Fund*	75,000.00	
Cuttack Office	89,265.00		**Current Assets**		**35,73,445.82**
Profit & Loss A/c		**10,709.79**	Closing Stock	14,58,021.82	
Opening Balance			Deposits (Asset)	32,000.00	
Current Period	10,709.79		Loans & Advances (Asset)	50,000.00	
			Sundry Debtors	8,17,488.00	
			Cash-in-Hand	3,99,880.00	
			Bank Accounts	8,16,056.00	
Total		**42,84,445.82**	**Total**		**42,84,445.82**

Balance Sheet of Swayam Sales (After complete of all given Assignments)

2. Press **F12** to configure the **Balance Sheet** .

3. Press **Ctrl+A** to accept.

You can Configure Balance Sheet by Pressing F12:Configuration as below :

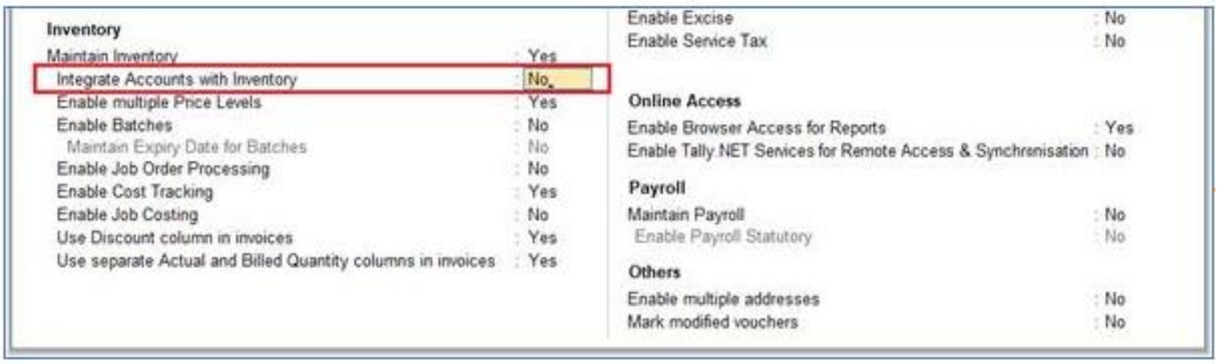


Set Closing Stock Manually in the Balance Sheet

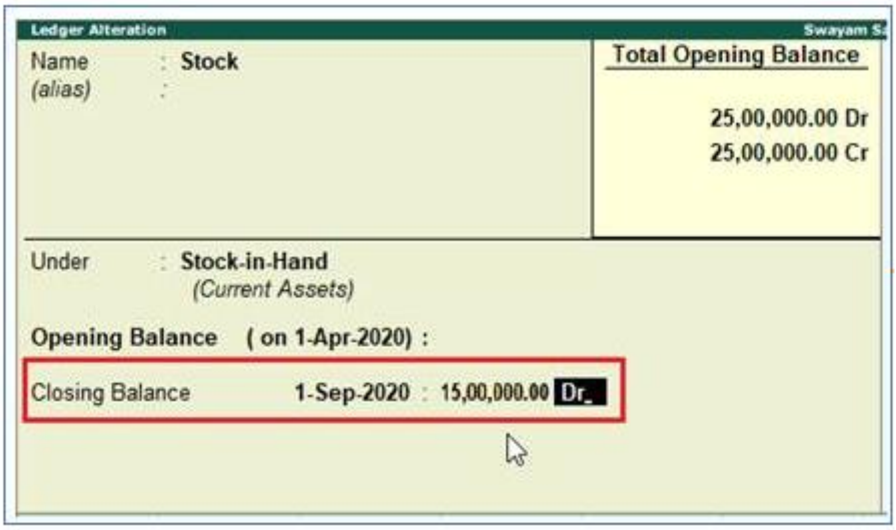
➢ In Tally Prime, the value of closing stock displayed in the **Balance Sheet** is based on the costing method defined for each stock item in the stock item master.

➢ The general principle of accounting is to value the stock at purchase cost or market value, whichever is lower. The value of closing stock can be entered manually. For example, consider that the market value of stock on 1-9-2020 is Rs. 15,00,000. To show this amount as the closing stock value:

- Set the option Integrate accounts with inventory to No in F11: Features



- Create a ledger '**Stock'** (under Stock-in-Hand).
- Alter the ledger 'Stock' as created above and specify date as 1/09/20 and value as Rs. 15,00,000 in the Closing Balance of Stock Ledger.



Ledger Alteration — Swayam S

Name : **Stock**
(alias) :

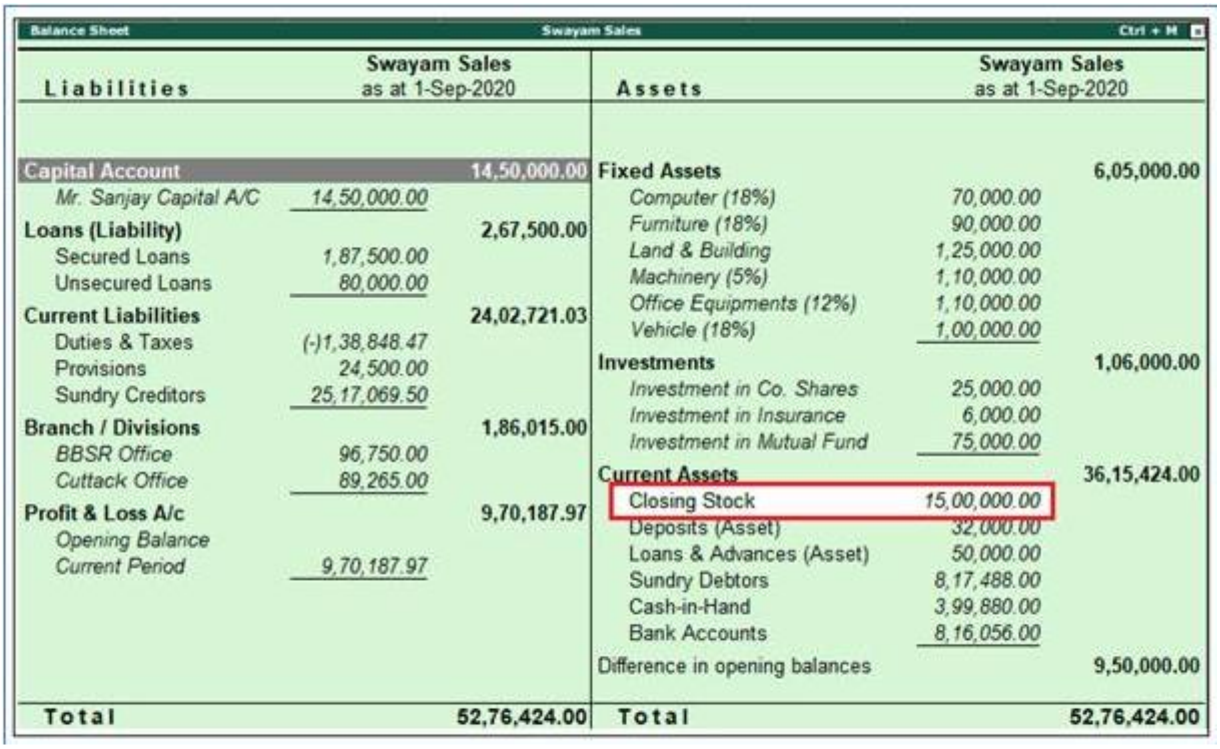
Total Opening Balance
25,00,000.00 Dr
25,00,000.00 Cr

Under : **Stock-in-Hand**
(Current Assets)

Opening Balance (on 1-Apr-2020) :

Closing Balance 1-Sep-2020 : 15,00,000.00 Dr

The **Balance Sheet** appears as shown below:



Balance Sheet — Swayam Sales — Ctrl + M

Liabilities	Swayam Sales as at 1-Sep-2020		Assets	Swayam Sales as at 1-Sep-2020	
Capital Account		14,50,000.00	**Fixed Assets**		**6,05,000.00**
Mr. Sanjay Capital A/C	*14,50,000.00*		*Computer (18%)*	*70,000.00*	
Loans (Liability)		**2,67,500.00**	*Furniture (18%)*	*90,000.00*	
Secured Loans	1,87,500.00		*Land & Building*	*1,25,000.00*	
Unsecured Loans	80,000.00		*Machinery (5%)*	*1,10,000.00*	
Current Liabilities		**24,02,721.03**	*Office Equipments (12%)*	*1,10,000.00*	
Duties & Taxes	(-)1,38,848.47		*Vehicle (18%)*	*1,00,000.00*	
Provisions	24,500.00		**Investments**		**1,06,000.00**
Sundry Creditors	25,17,069.50		*Investment in Co. Shares*	*25,000.00*	
Branch / Divisions		**1,86,015.00**	*Investment in Insurance*	*6,000.00*	
BBSR Office	*96,750.00*		*Investment in Mutual Fund*	*75,000.00*	
Cuttack Office	*89,265.00*		**Current Assets**		**36,15,424.00**
Profit & Loss A/c		**9,70,187.97**	Closing Stock	15,00,000.00	
Opening Balance			Deposits (Asset)	32,000.00	
Current Period	*9,70,187.97*		Loans & Advances (Asset)	50,000.00	
			Sundry Debtors	8,17,488.00	
			Cash-in-Hand	3,99,880.00	
			Bank Accounts	8,16,056.00	
			Difference in opening balances		**9,50,000.00**
Total		**52,76,424.00**	**Total**		**52,76,424.00**

<u>RESULT</u>

Thus the using Accounting Voucher the creation of various types of Vouchers it was done successfully.

PROFIT AND LOSS ACCOUNT

AIM:

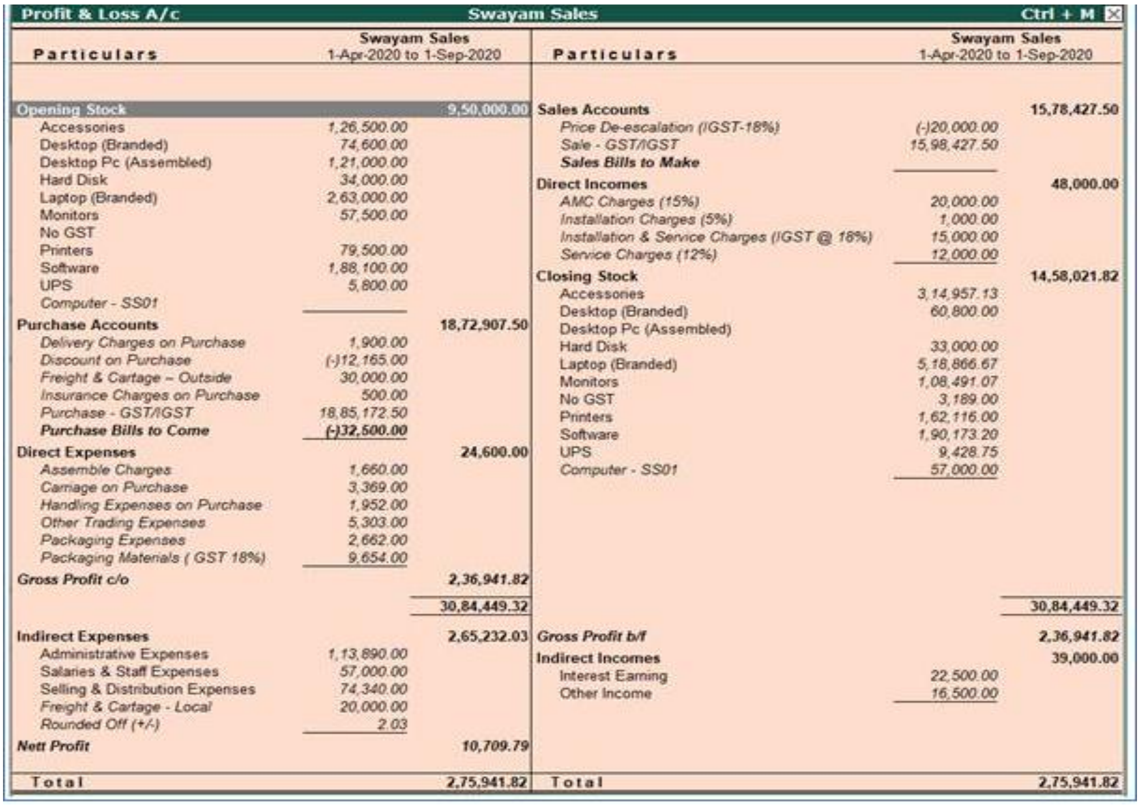
- The **Profit & Loss A/c** is a periodic statement, which shows the net result of business operations for a specified period.
- All the expenses incurred and incomes earned during the reporting period are recorded here.
- The Profit and Loss Account in Tally Prime displays information based on the default primary groups.
- It is updated with every transaction/voucher that is entered and saved. You can view the Profit & Loss account details in Tally Prime for a specified period.

PROCEDURE:

1. Go to **Gateway of Tally** > **Profit & Loss A/c** .

2. Click **F1 : Detailed** to view the Profit & Loss Account in detailed format.

The Profit & Loss Account appears as shown below:



Profit & Loss A/c — Swayam Sales — Ctrl + M

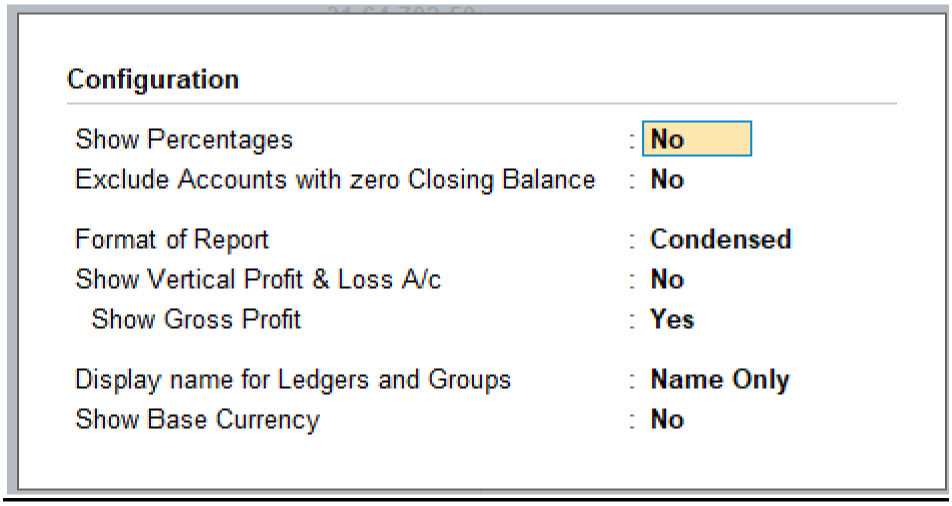
Particulars	Swayam Sales 1-Apr-2020 to 1-Sep-2020	
Opening Stock		9,50,000.00
Accessories	1,26,500.00	
Desktop (Branded)	74,600.00	
Desktop Pc (Assembled)	1,21,000.00	
Hard Disk	34,000.00	
Laptop (Branded)	2,63,000.00	
Monitors	57,500.00	
No GST		
Printers	79,500.00	
Software	1,88,100.00	
UPS	5,800.00	
Computer - SS01		
Purchase Accounts		18,72,907.50
Delivery Charges on Purchase	1,900.00	
Discount on Purchase	(-)12,165.00	
Freight & Cartage – Outside	30,000.00	
Insurance Charges on Purchase	500.00	
Purchase - GST/IGST	18,85,172.50	
Purchase Bills to Come	(-)32,500.00	
Direct Expenses		24,600.00
Assemble Charges	1,660.00	
Carriage on Purchase	3,369.00	
Handling Expenses on Purchase	1,952.00	
Other Trading Expenses	5,303.00	
Packaging Expenses	2,662.00	
Packaging Materials (GST 18%)	9,654.00	
Gross Profit c/o		2,36,941.82
		30,84,449.32
Indirect Expenses		2,65,232.03
Administrative Expenses	1,13,890.00	
Salaries & Staff Expenses	57,000.00	
Selling & Distribution Expenses	74,340.00	
Freight & Cartage - Local	20,000.00	
Rounded Off (+/-)	2.03	
Nett Profit		10,709.79
Total		2,75,941.82

Particulars	Swayam Sales 1-Apr-2020 to 1-Sep-2020	
Sales Accounts		15,78,427.50
Price De-escalation (IGST-18%)	(-)20,000.00	
Sale - GST/IGST	15,98,427.50	
Sales Bills to Make		
Direct Incomes		48,000.00
AMC Charges (15%)	20,000.00	
Installation Charges (5%)	1,000.00	
Installation & Service Charges (IGST @ 18%)	15,000.00	
Service Charges (12%)	12,000.00	
Closing Stock		14,58,021.82
Accessories	3,14,957.13	
Desktop (Branded)	60,800.00	
Desktop Pc (Assembled)		
Hard Disk	33,000.00	
Laptop (Branded)	5,18,866.67	
Monitors	1,08,491.07	
No GST	3,189.00	
Printers	1,62,116.00	
Software	1,90,173.20	
UPS	9,428.75	
Computer - SS01	57,000.00	
		30,84,449.32
Gross Profit b/f		2,36,941.82
Indirect Incomes		39,000.00
Interest Earning	22,500.00	
Other Income	16,500.00	
Total		2,75,941.82

The Profit & Loss Account is generated and updated immediately from the date of opening of books till the date of last entry.

3. Press **F2: Period** to change the period as required.

You can configure the Profit & Loss account details to view it in the required format by Pressing F12: Configure.



RESULT

Thus the using Accounting Voucher the creation of various types of Vouchers it was done successfully.

USE GOOGLE FORMS TO DEVELOP & SHARE QUESTIONNAIRE.

Exno:1 How to create a Google Form

Aim:

The simplest way to create a Google Form is directly from the Google Forms web app.

Algorithm

1. Go to docs.google.com/forms.
2. Click **Blank form** to create a new form. Alternatively, you can choose a pre-made template to kickstart the process.
3. You can also create a new Google Form directly from Google Sheets. This is the quickest way to automatically sync your form data with a new or existing spreadsheet.

1. Open the spreadsheet you want to sync with your form.
2. Click **Tools**, and then select **Create a new form**.
3. A blank form will automatically appear in the Google Forms editor. By default, the form title will be the same as your spreadsheet. Or, in the case of creating a new form directly from Google Forms, it'll appear as Untitled form.
4. You can also enter a form description to help respondents understand the purpose of your survey.
5. Using the Google Forms editor is straightforward. Click a form field to add and edit a question. To add more questions, click the **Add question** icon, which looks like a plus sign (+), in the floating toolbar next to your question box.
6. And to modify the question type, click the dropdown next to the question field.

Google Forms offers eleven different question types. Here's what each one does:

- **Short answer**: This field is perfect for asking for small bits of text like names, email addresses, and values. You get one line of text to answer the question—though your users could actually enter as much text as they want.

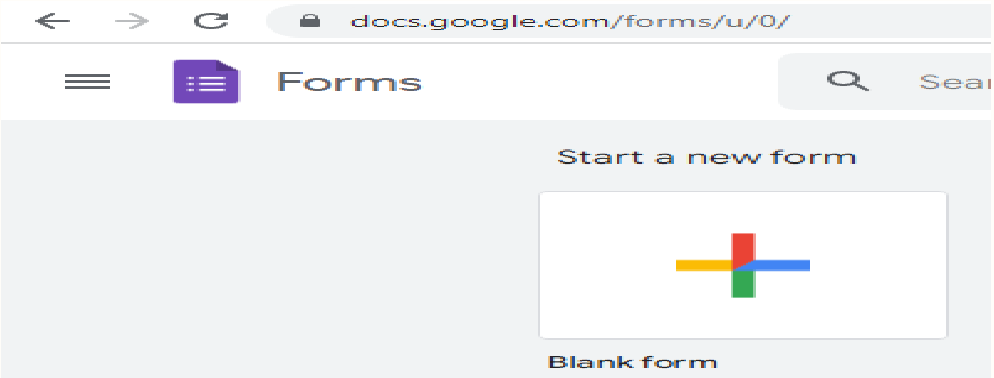
- **Paragraph**: This field is for long-form text. Use it when you want detailed feedback or longer notes in the answer.

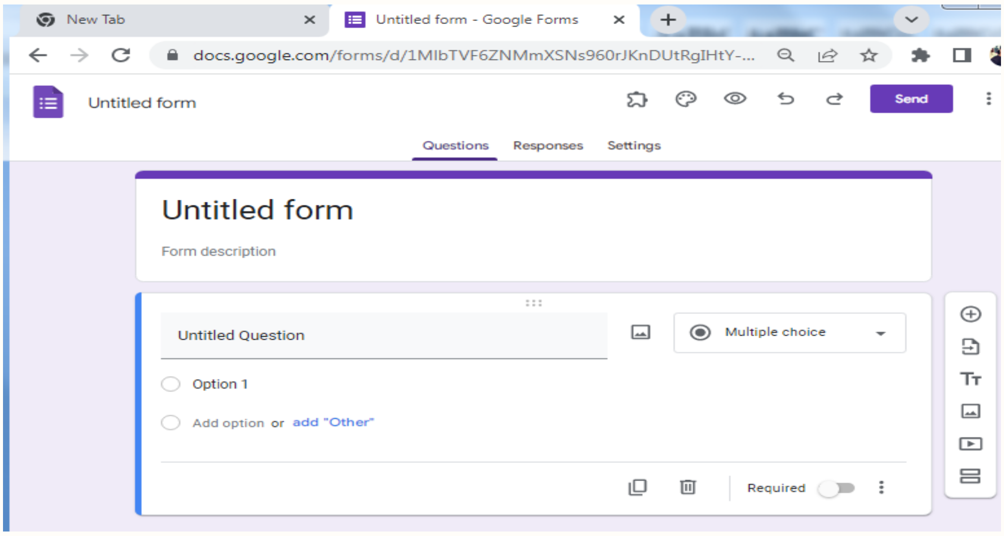
- **Multiple choice**: This is the default field for new questions in a Google Form. It lets you list different options and have users select only one. You can then have the form jump to another section based on the answer or have the answer options shuffled to prevent bias.
- **Checkboxes**: This field lets you list different options and have users select as many as they want. It also includes data validation to require users to select a specific number of options. It doesn't include section jumps, however.
- **Dropdown**: This is similar to the multiple choice question type with the same section jump and shuffle options. The only difference is that the answers are presented in a dropdown menu. This is useful for keeping your form compact when there are many answer options.
- **File upload**: This isn't a question type per se, but it lets your respondents upload files that will automatically save in your Drive. If you use this, be sure to share your form only with people you trust.
- **Linear scale**: This field lets respondents select a number in a range, so you can set a numerical scale starting at 0 or 1 and ending anywhere from 2 to 10. You can also add labels for the lowest and highest options. And yes, emoji work for labels, too.
- **Multiple choice grid**: This is perhaps the most confusing field, as the fields are displayed in a list rather than in a grid. Essentially, you enter questions as rows and answers as columns. You can include as many rows and columns as you want, but note that respondents will have to scroll right to see more than six columns on desktop browsers or just three columns on mobile. In addition to the standard option to require a response for each question, the multiple choice grid lets you limit users to only one response per column.
- **Checkbox grid**: This is set up similarly to the multiple choice grid, but respondents can select multiple answer options (columns) for each row in a table. It's a good option to let respondents make comparisons or select, say, their levels of satisfaction with a product. You can limit users to choosing just one answer per row, and you can also shuffle the row order to eliminate bias.
- **Date**: This field is useful if you want to ask for a specific date, perhaps to schedule an event or log an activity. Note: the date format will appear in the default format for your location.

- For example, if your account's preferred language is set to US English, dates will be formatted as MM/DD/YYYY; UK English accounts, on the other hand, will show dates as DD/MM/YYYY. Your users will see the date options in your location's date format unless they're logged in to their Google Account.
- **Time**: This field lets respondents enter time in hours and minutes.

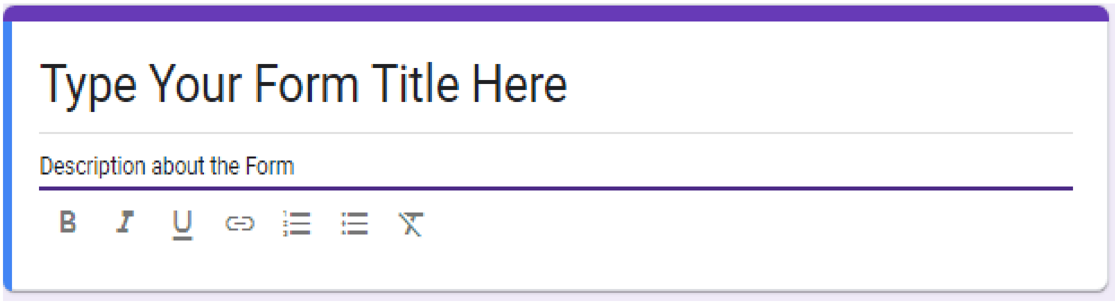
All question types allow you to insert an image, but if you want to add only an image or video with no question, you can do that, too. Click the **Add image** or **Add video** icon in the floating toolbar, and choose the image or video you want to insert.

OUTPUT:

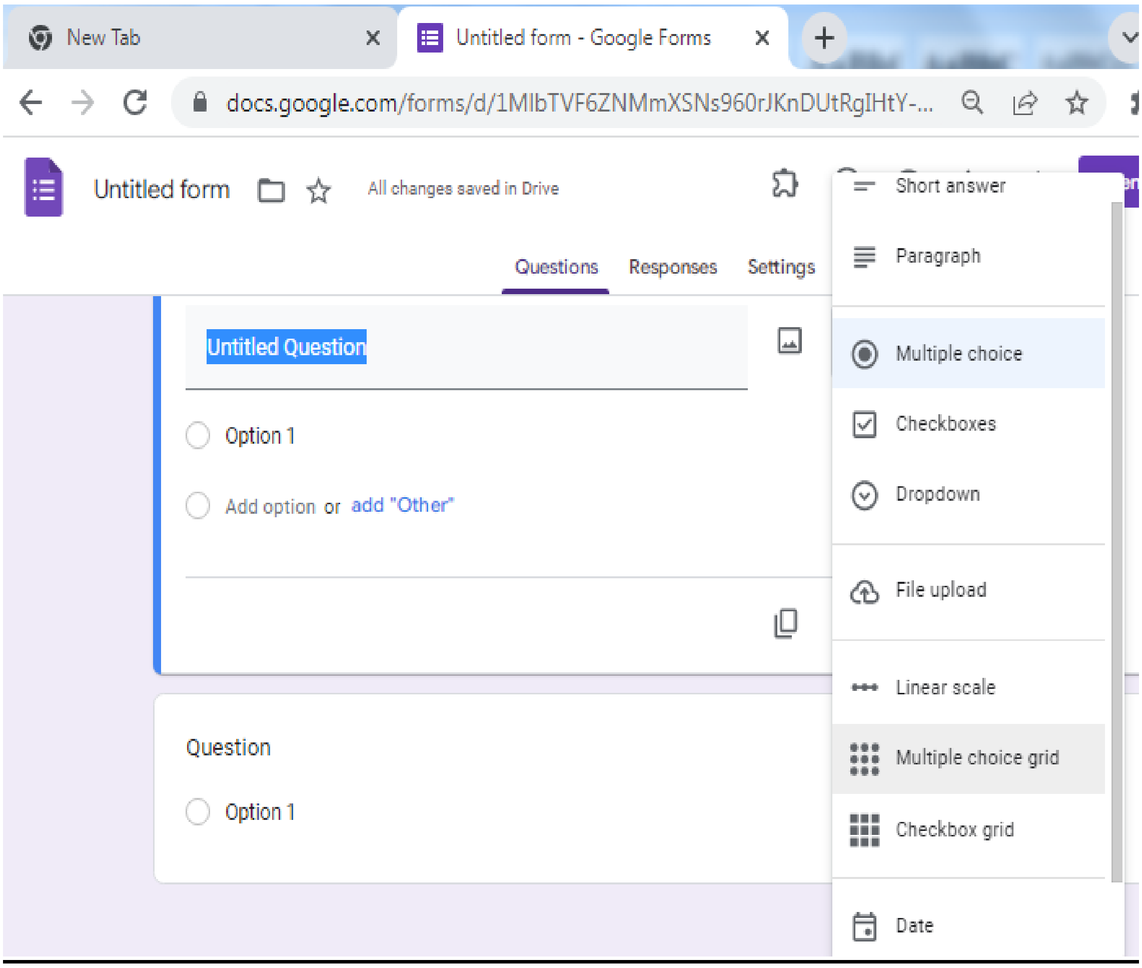




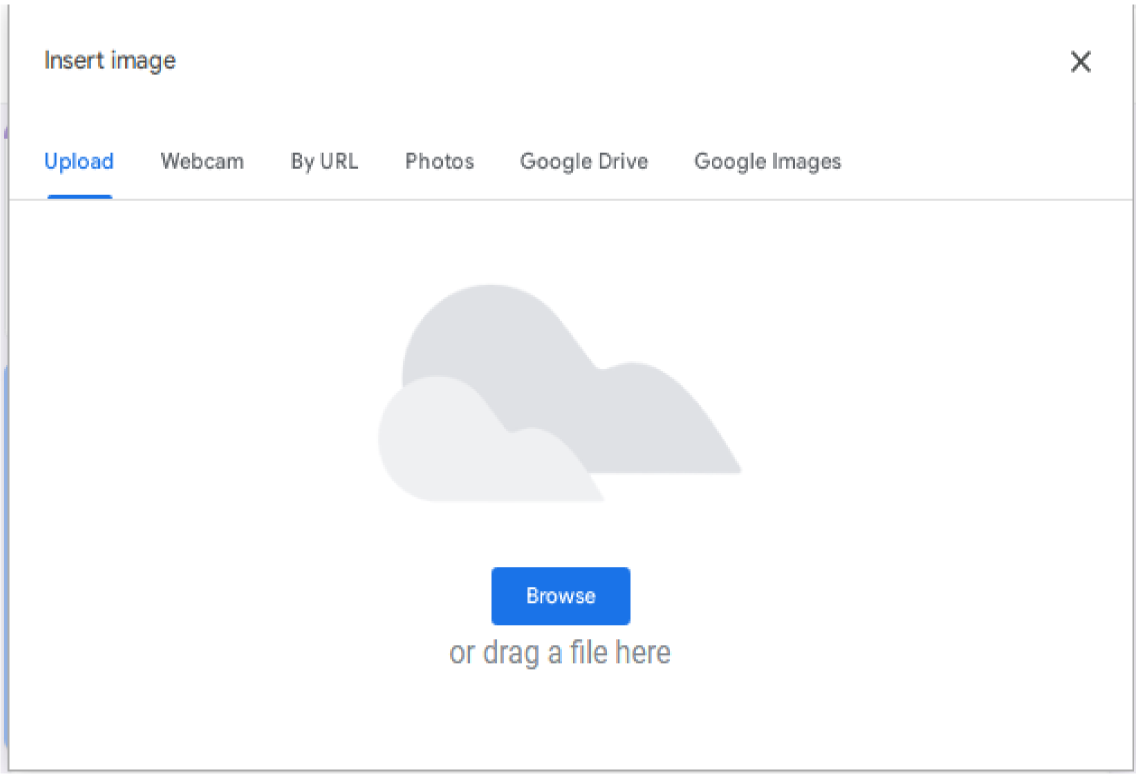
Enter Form Title and Description



Select the Type of Question:

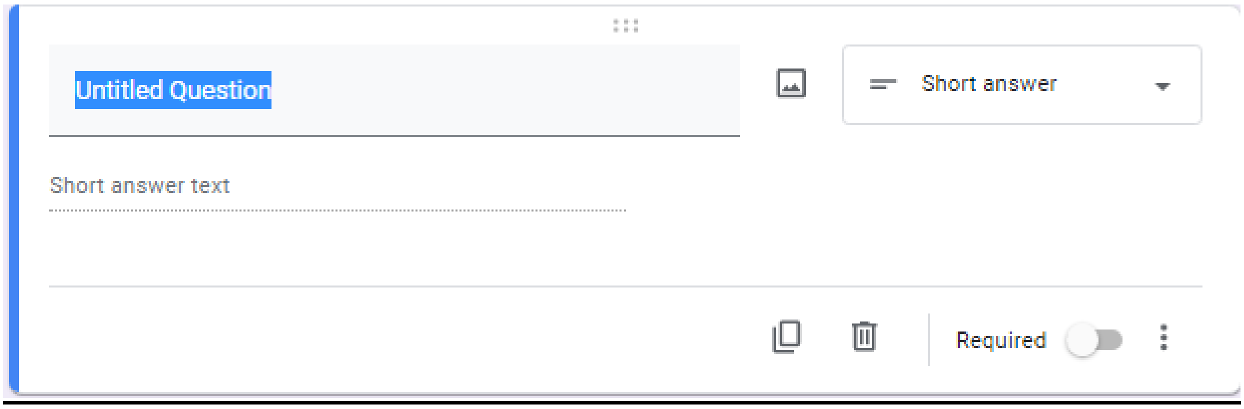


Insert Image form below options

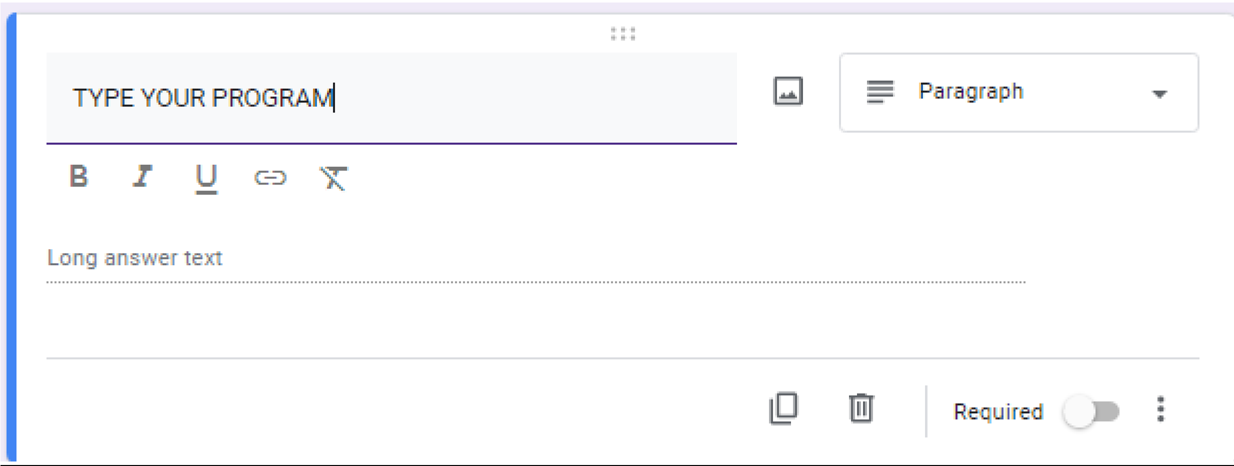


Answer Types:

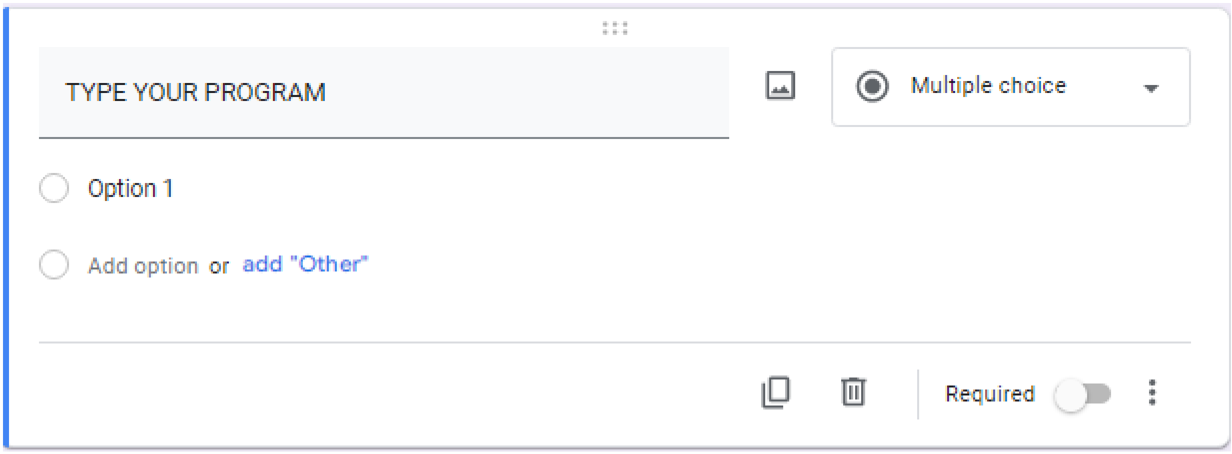
Short Answer Question:



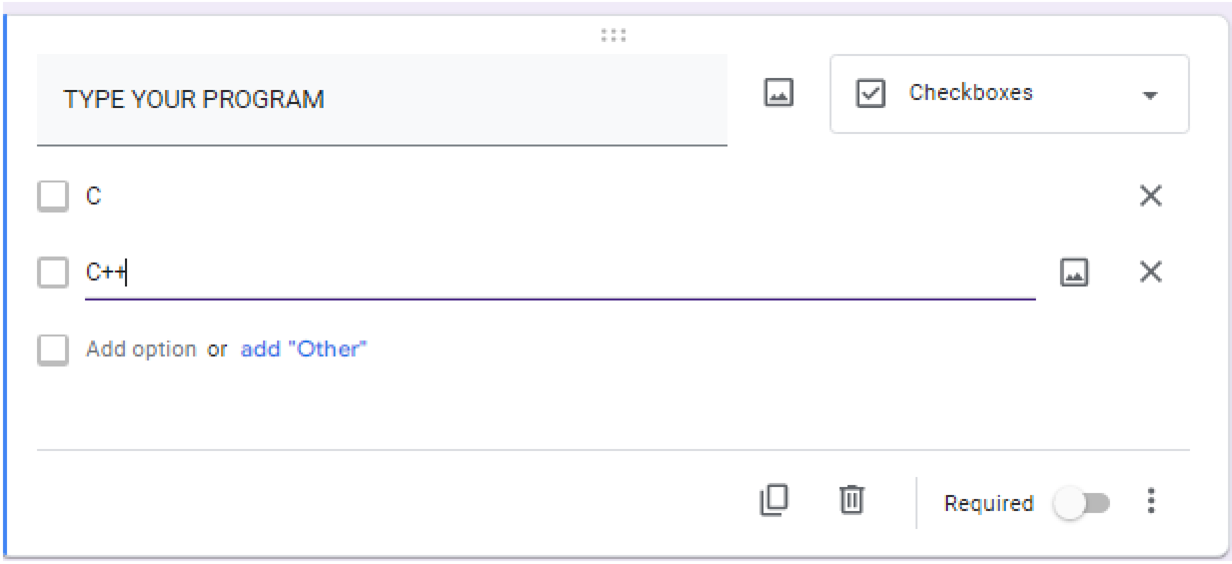
Paragraph



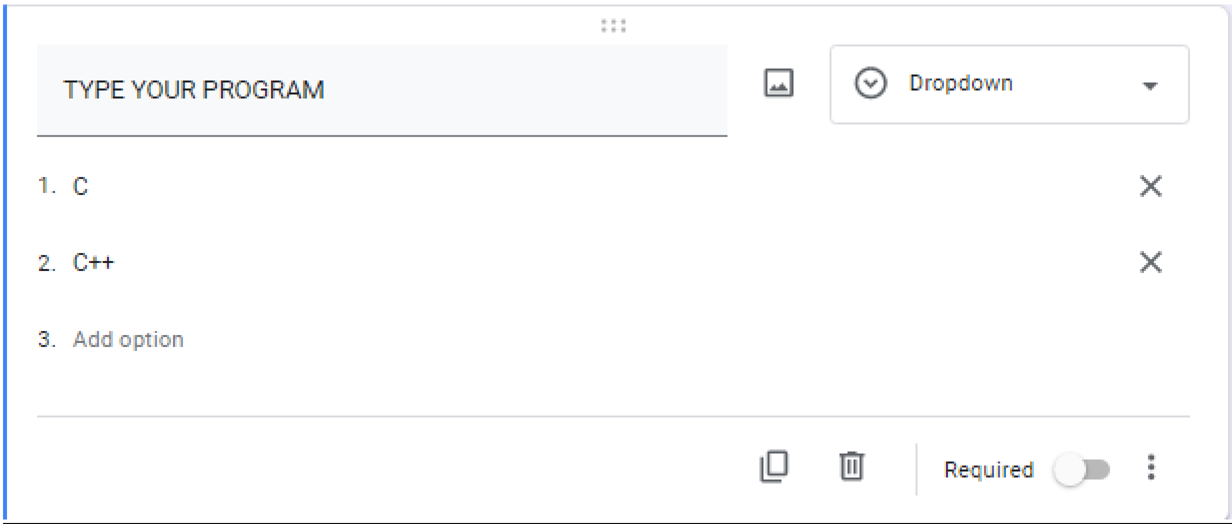
MULTIPLE CHOICE:



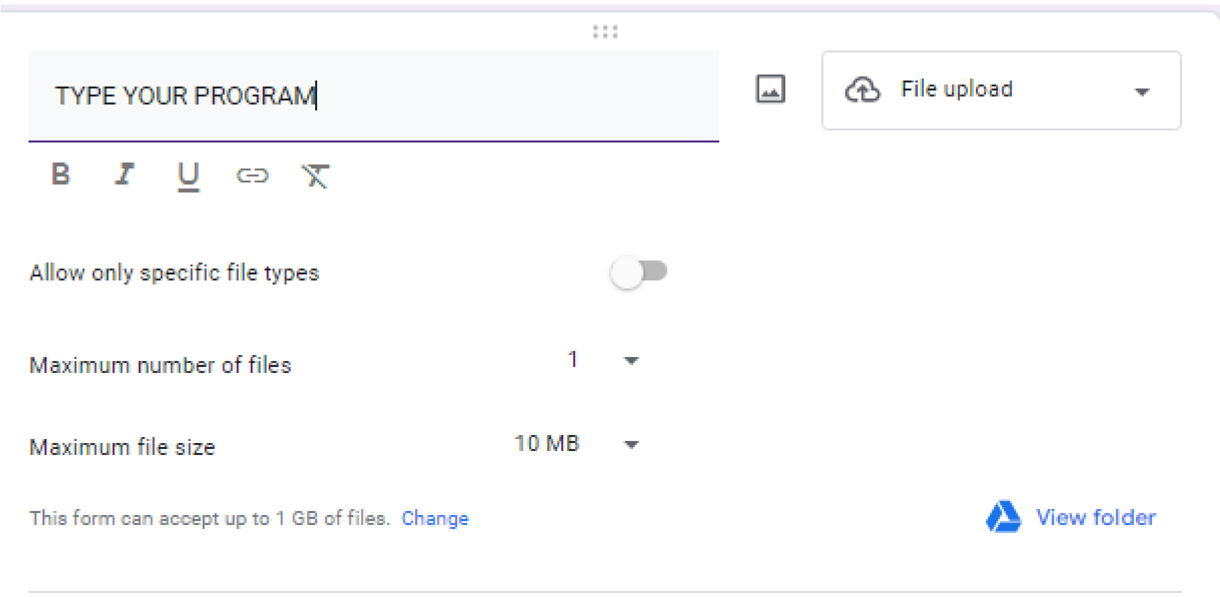
CHECKBOX:



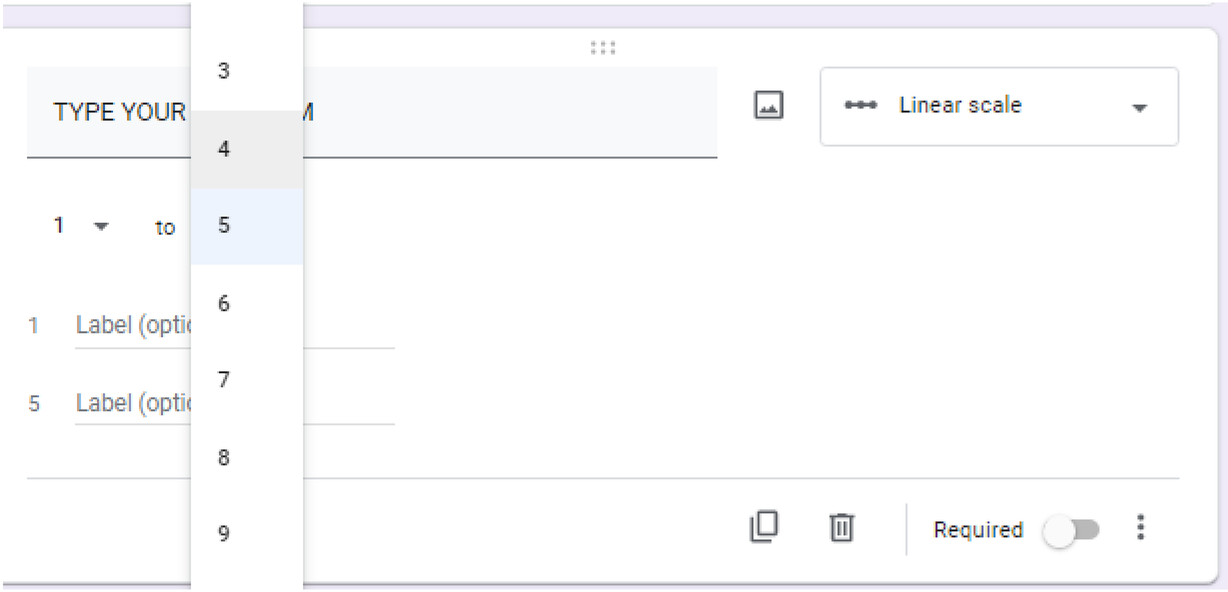
DROPDOWN:



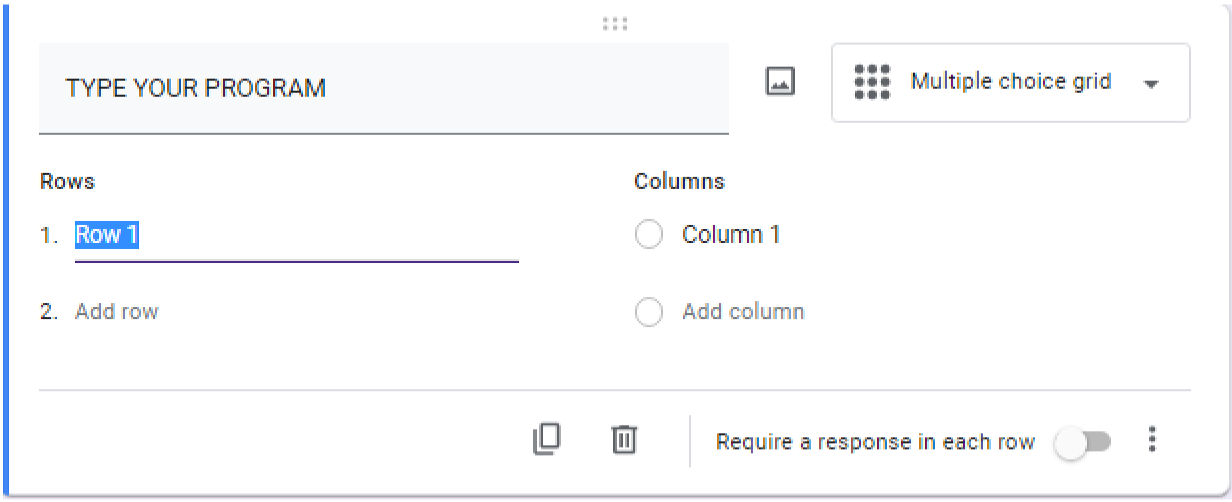
FILE UPLOAD:



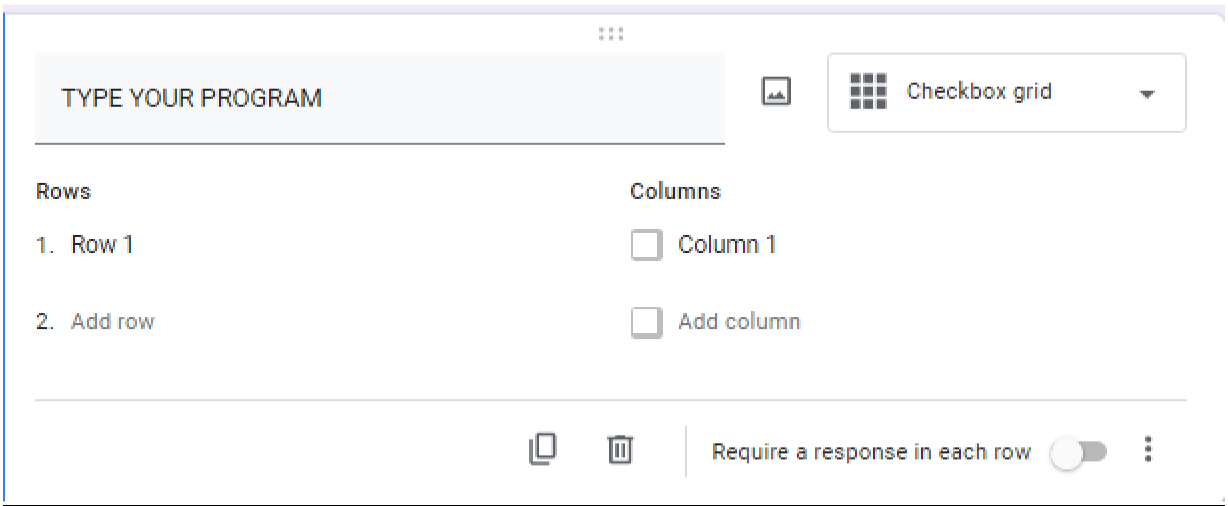
LINE SCALE:



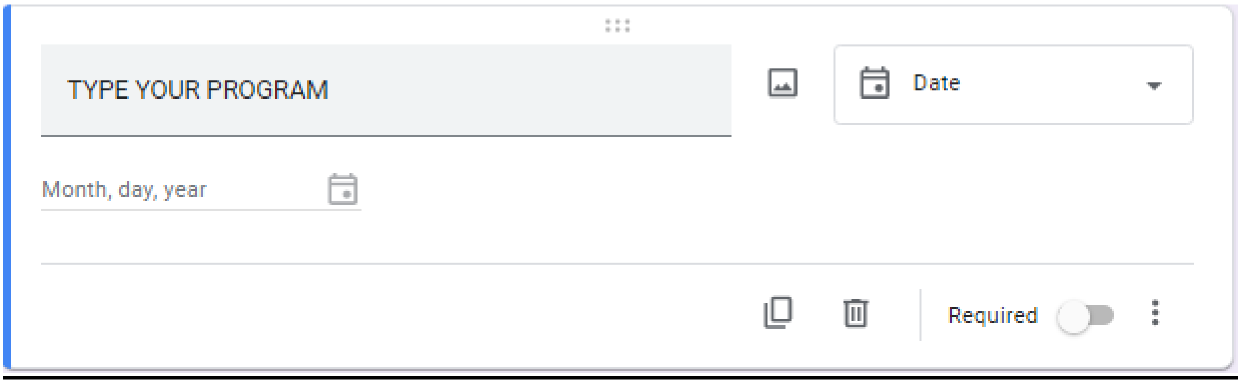
MULTI CHOICE GRID



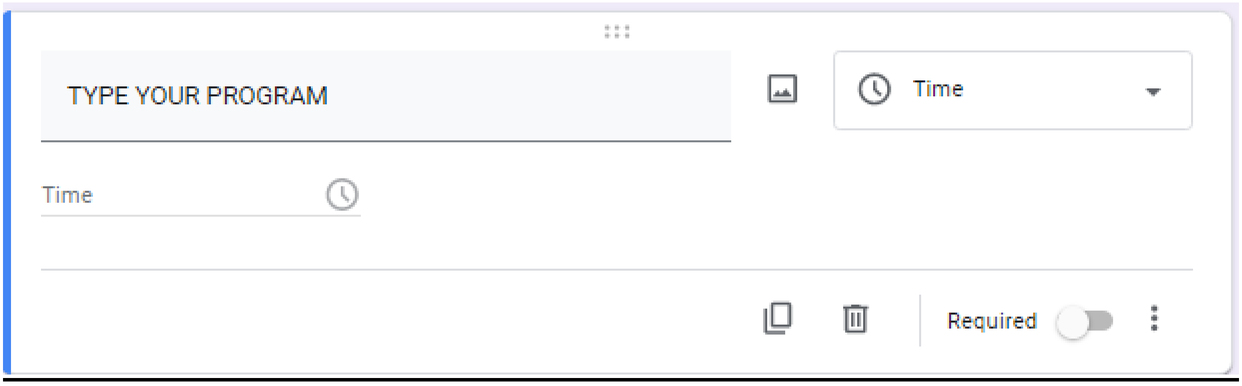
CHECKBOX GRID:



DATE:


TYPE YOUR PROGRAM
Date
Month, day, year
Required

TIME:


TYPE YOUR PROGRAM
Time
Time
Required

How to create a Sample Questions

Name of the Student *

Your answer

Roll No. / Register No. *

Your answer

Course *

Your answer

Year of Completion *

Choose

Mobile no *

Your answer

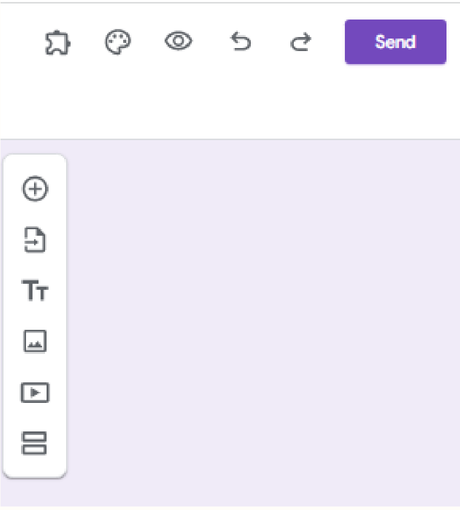
Whatsapp No

How to Share the Google Forms

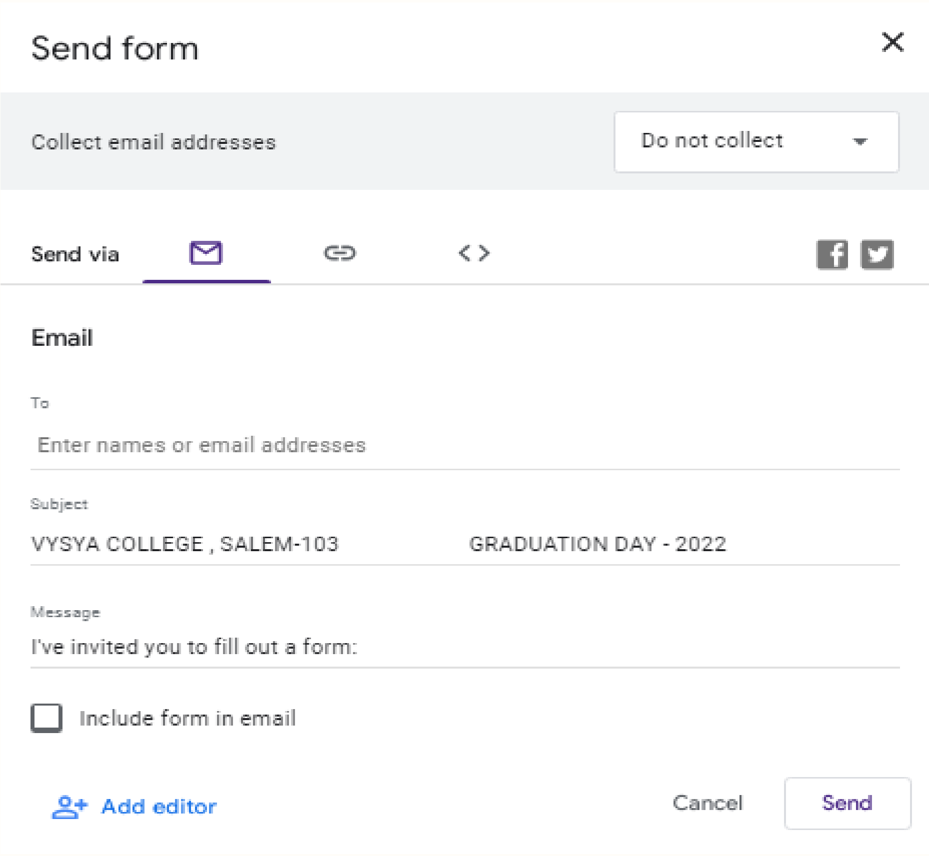
Step 1: Go to the Google Form

Open the Google form you want to share. Navigate to your Google Forms by following any of the methods in Step 1 above.

Step 2: Click the Send button to open up Google Form share settings

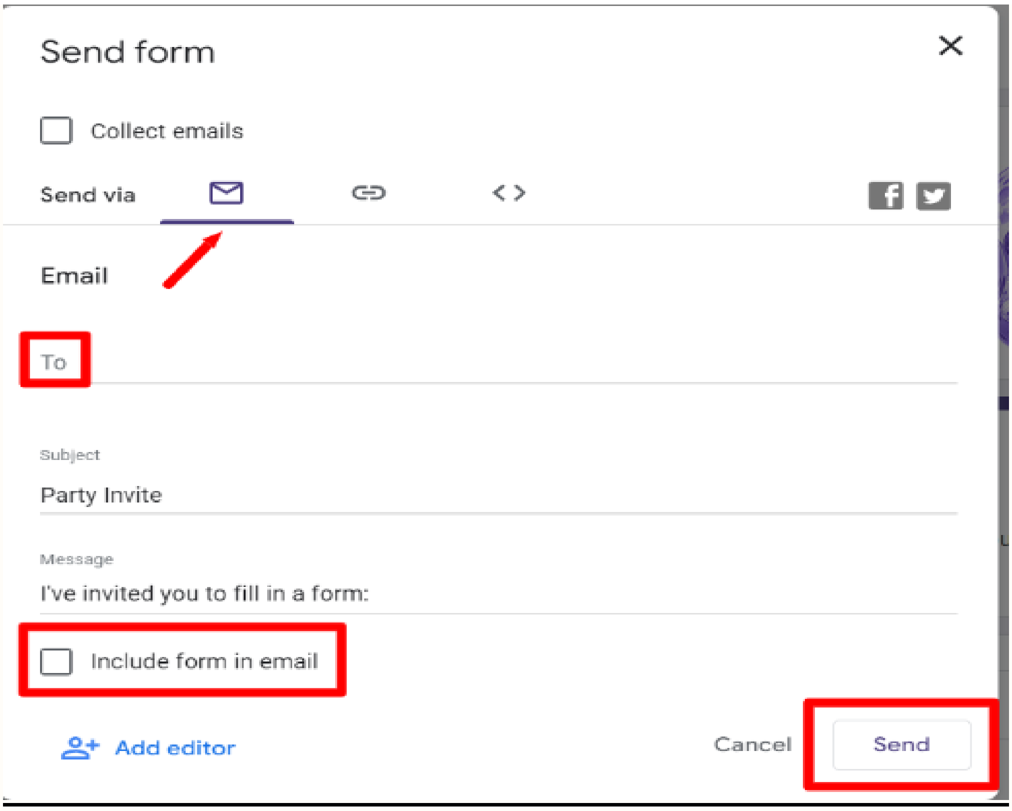


Step 3: Send form will open

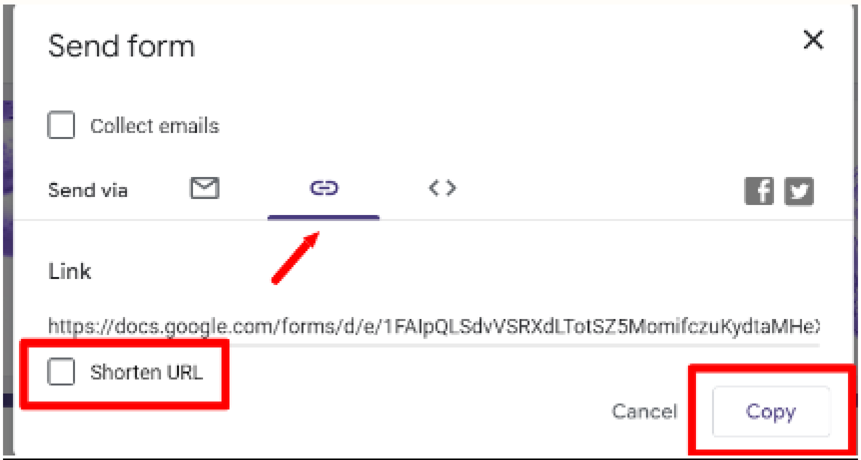


Step 3: Choose how to share your Google Form

Now is the time to decide how you want to share your form. You can choose from three readily available Google Form share settings, and you can also choose to share your form through social media.

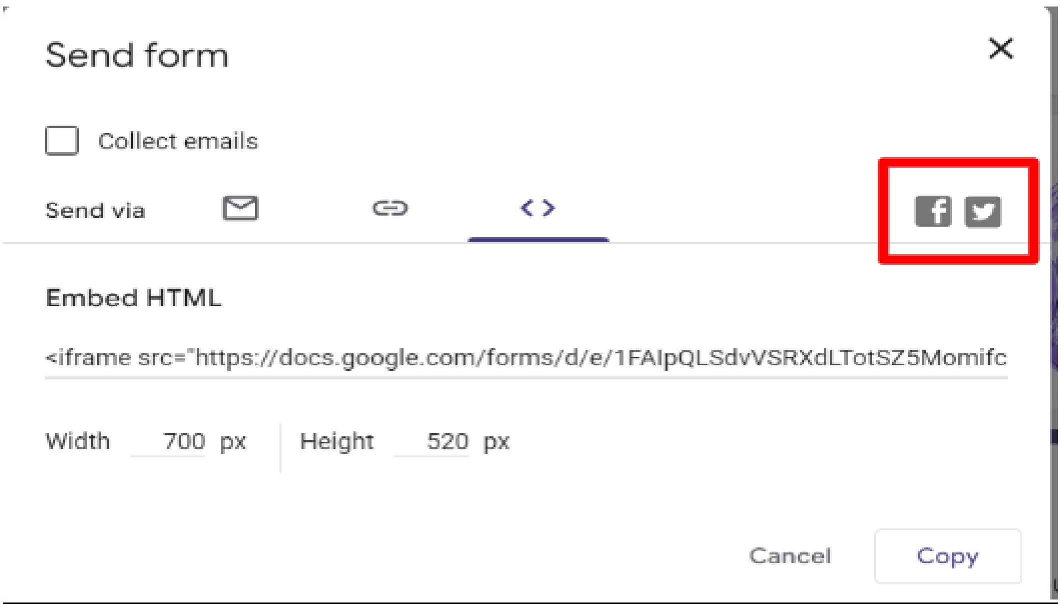


- The first option is to share the form through email. If you select this option, you must enter the respondent's email address where it says 'To.'
- If you want the form to go with the email, just check the '[Include form in email](#)' box. Select Send once you're done, and the person will receive the form in their email.



The second option we'll look at is how to share a Google form link with others. You can use this option if you want to paste the link to your Google Form in a conversation or a text. Links tend to run long, so when you choose to share your form through a link, you can shorten that link. Click copy and paste it wherever you want, and just like that, you've shared your form.

The third option is to embed the form in a webpage where visitors can respond to your questions. This option offers you an HTML code and the ability to adjust the height and width of the form to fit within the site design.



Lastly, you can also share your form through social media. Just click the social media tab where you want to post your form. This will open up a new window where you must sign in. Now you can add comments and post your form for others.