

**NORTH MAHARASHTRA UNIVERSITY JALGAON.**

**Illustrative Practical list for F.Y.B.COM**

**Sub:- Introduction to Computer and O.M. Section I**

(with effect from July,2002)

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**A) Windows 98**

- 1) Operations on Windows- move, resize, minimize, maximize, restore and close.
- 2) Creation of folder - open a folder, delete a folder, assign name to folder, rename a folder
- 3) Windows Explorer -- To create a folder, to open a file with in a folder, to copy, move a file from one folder to another folder.
- 4) Use of controls - check box, command buttons, list box, radio button, slider, text box, scroll bar, use of task bar to move and resize of task bar.
- 5) To use recycle bin -- Restore delete files, empty recycle bin.
- 6) Use of my computers -- Copy from floppy drive to hard disk drive and vice-versa- study of control panel.

**B) Word 97**

- 1) Write an Application letter to your principal for late admission in F.Y.B.Com Class. Follow following instructions:-
  - 1) Your name and address should be right justified and use bold font and size 12.
  - 2) Principal's Address should be left justified with italic font and size 11.
  - 3) Insert a border to letter.
- 2) Write an Application letter to the principal regarding arrangement of industrial trip of your class
  - 1) Principal's address should be left justified and bold font with size 12.
  - 2) Yours Address should be right justified with italic font with size 12
  - 3) Signatures should right justified and name of applicant in bracket with font size 12
- 3) Write an Application letter to your Principal for extension time for payment of fees.
  - 1) Set your page in 7x8 inch
  - 2) Your name and address should be right justified and roll number and date in font 12.
  - 3) Principal Address should be left justified with font 12.
  - 4) Give reasons for extension and underline the same
- 4) Write an Application to railway authority for fare concession.
  - 1) Your college name should at center justified with all capital letters, font size 20
  - 2) Give border to application.
  - 3) Signature and your address at bottom right justified with font size 12.
  - 4) Address to chief divisional officer railway Bhusawal.

Cont...

- 5) Write an Application for the post of a clerk in a co-operative bank.
- 1) Using bold fonts in application
  - 2) Using size 20, 16 & 12 wherever suitable.
  - 3) Mention list of enclosures in font 10 in the application at the bottom.
- 6) Create a bio-data for an application by using.
- 1) Use of table facility.
  - 2) Use numbers / bullets.
  - 3) Use page set up various commands.
- 7) Write a letter to a friend to convey your result .
- 1) Your address should be right justified in bold font size 12.
  - 2) Friends address should be left justified in italic font , size 12.
  - 3) Underline to class obtained by you.
- 8) Write a letter to your younger brother to wish him good luck for his H.S.C.exam.
- 1) Your address should be right justified in all capitals letters .
  - 2) Your brother's address should be left justified .
  - 3) "Wishes" matter should be in capital bold letter having size 28 in center justified.
- 9) Write a letter to father asking for demand draft by using following instructions.
- 1) Set paper size at 7 x 8 inch.
  - 2) Set all margins at .5 inch.
  - 3) Your address should be right justified in all capitals letters .
  - 4) Your father's address should be left justified .
- 10) Write a complaint letter to M.S.E.B. for excess bill by using following instructions.
- 1) Your address should be right justified in all capitals letters .
  - 2) Address letter to Asst. engineer M.S.E.B. Aurangabad and it should be left justified
  - 3) Set suitable paper size .
  - 4) Meter no. should be in bold font size.
- 11) Write a letter to Vaishali Gas Co. to inform that your gas stove is not working properly  
Follow following instructions
- 1) Your address should be right justified in all capitals letters .
  - 2) Your consumer no must be in bold font size 14.
- 12) Write a letter to your mother to inform her about your vacation & examination periods.
- 1) Type your address as Ramesh Patil ,40 Shiv Colony ,Nehru Road, Nagpur, Dist- Nagpur.Pin-code-424206.
  - 2) Use table facility for time table .
  - 3) Insert border for whole letter

- 13) Prepare an examination notice to F.Y.B.Com. students on behalf of your college by using following instructions.
- 1) The Word 'NOTICE' should be center justified and its font size is 24.
  - 2) All matter of the notice should be left justified ,use two paragraphs for notice.
  - 3) Designation and name of the principal should be right justified and should be at the end of notice.
- 14) Prepare a sample handbill for Usha General Stores,Nasik.
- 1) The aim of the handbill is change in the address of shop.
  - 2) Use fontsize 28 for the shop name ,and it should be center justified.
  - 3) Highlight some items of the shop.
- 15) Prepare An Advertisement for Godrej bath soap.
- 1) Insert appropriate picture.
  - 2) Insert Border.
- 16) Prepare Examination Time Table for F.Y.B.Com. Students.
- 1) Heading should be 24 Point Size and having font Times New Roman.
  - 2) Alignment should be Center Justified.
- 17) Prepare an Application Letter to TATA CONSULTANCY SERVICES, MUMBAI for the post of ACCOUNTANT.
- 1) Your Name and Address should be right justified and having 12 Point Size.
  - 2) Add Underline, Italic, Bold effect wherever necessary.
- The Remaining Text should be in Arial font- 20 Point Size with Justified Format.
- 18) Prepare An Advertisement for Computer Shoppee. Use Word Art Facility. Use Drawing Tools to make it effective.

**C) - TABLE**

- 1) Create a simple time table for your class by using instructions.
  - 1) Insert 8 rows & 8 columns
  - 2) Type all cells of first row for the heading as Sr.No, Time & all days of the week.
  - 3) Adjust all columns manually as per requirement.
- 2) Create a calendar for the month of Feb. for current year .The instructions are as under.
  - 1) All date numbers should be in bold Font and size 28.
  - 2) Days in italic font having size 24.
  - 3) Sundays should display with underline.
- 3) Prepare a table of student information of your class .
  - 1) Type data of 15 student only.
  - 2) Use all cells of first row for serial no, name of the student, caste, birth-date, class.
  - 3) Set all data in center justified.

- 4) Prepare a table with following columns of students in your class.
- 1) Roll number should be in bold font and size 10.
  - 2) Name of student should be italic font ,
  - 3) Fees columns
  - 4) Insert required columns and rows
- 5) Prepare a table explaining gathering program of your college by using following columns heads .Use font styles and font size as per need.
- 1) Sr.no, Day, Date, Time , Program, In-charge Professor.
- 6) Prepare an examination time table of F.Y.B.COM. having following columns and font using suitable column size and equal font size 12.  
Columns :- 1) Sr. No 2) Day 3) Date 4) Time 5) Subject
- 7) Prepare a chart of 10 students for their marks statement by using table facility as per following instructions
- 1) Use 6 columns and 11 rows in the table .
  - 2) Col. No 1 for serial no. Col. No 2 for name of the student col . no.3 ,4,5,6 for subjects and use columns no. 6 for total of the marks.
  - 3) Type heading for above table " marks statement of the students " having font size 24 .
- 8) Prepare a sample of invoice same to same size ,column , rows , font size and style print it and paste the sample with print out.
- 9) Prepare pro-forma of cash -book as per required columns and rows and enter data in the cash book .
- 10) Prepare pro-forma of Purchase register as per required columns and rows and enter data in the register.

#### D) - mail merge

- 1) Prepare Telegram message to five friends using mail-merge regarding success in M.P.S.C. Exam. Use any field records for address.
- 2) Prepare a Telegram message to five candidates using mail-merge regarding their interview day date time on behalf of principal G. P. Colloge, Nanded.
- 3) Write a letter to your five friends inviting them for your Birthday party.Using mail-merge the following feature in this letter-
  - 1) Address of your friend left justified with left margin 5cms in front size 16
  - 2) Your address should be right justified & American Roman at the top of document .
- 4) Write a letter to your five relatives for success in B.com. Exam in merit list.Using mail-merge facility and Add the following feature-
  - 1) Address of your relative left justified with bold font & size-16.
  - 2) Your address should be right justified & Ariel at the top of the document Bold with underline.
  - 3) Use bullets where ever necessary.
  - 4) Insert lines at Bottom & Top .

- 5) Write an application letter for a programmer's job in private 5 companies. Use mail-merge facilities at the following features.
- 1) Your Name & Address right justified and bold of size -18
  - 2) Underline the pin code.
  - 3) Use bullets wherever necessary.
  - 4) Heading like your name, qualifications, Age etc.
  - 5) Address should be left justified & italic with size-16
- 6) Write a sale letter to your five customers using mail merge, add the following features-
- 1) Your company's name & Address should be aligned. Centered, italic. Arial & font size 18 & Underlined.
  - 2) Address should right justified. Arial & font size 18.
  - 3) Under line on the important points.
  - 4) Use bullets wherever necessary insert line at Bottom & Top.
- 7) Write a circular letter on behalf N.M.U. Jalgaon:- Post box No-80 Pin -425001 for computer application Exam to be held in March using mail merge for 5 colleges. Add features:-
- 1) University Name & Address should be American Roman, Bold & Size 20 with underline.
  - 2) Address should be left justified Italic & Size 16.
  - 3) Subject should be Bold & Size -18 with underline.
  - 4) Use bullets if necessary.
- 8) Write a best wishes letter to 5 persons for New Year. Add features: -
- 1) Your name & address should be right justified with font size 16 & Bold, and Underline Pin code
  - 2) Address should be left justified, italic and size 18.
  - 3) use word art facility for wishing matter.
  - 4) Use bullets if necessary.
- 9) Write an application letter for the post of accountant in 5 private organization alongwith with your bio-data to be attached to it. Add the features-
- 1) Insert table for same part of bio-data
  - 2) Heading like your name, qualification, age, mail address etc. should be left justified and Matter should be right justified.
  - 3) Use bullets and number if necessary
  - 4) Insert line at bottom and top of the letter.
- 10) Write a letter to five friends inviting them for Diwali vacation using mail merge facility. Add the features-
- 1) Address of your friend left justified with left margin 2.5 CMS font size 16
  - 2) Your address should be right justified & American roman at the top of the document and bold.
  - 3) Use bullets and number if necessary.

- 11) Write a congratulation letter to newly elected Students representatives of your college.

Instructions :-

- 1) Your name and address should be right justified bold and 16 size.
- 2) Address should be left justified italic & 16 size.
- 3) Insert a border to letter.
- 4) Matter should be italic and 12 size.

**E) -creating a news columns**

- 1) Write a paragraph from any book of English for F.Y.B.Com and convert that paragraph into three newspaper columns, having font bold, size 10. At least 25 lines should be written.
- 2) Write a paragraph from the book of marketing for F.Y.B.Com and converts that paragraph into five columns adjust space between each column at 1 inch.
- 3) Write a paragraph from the book of banking and convert that paragraph into four columns. Give numbers to the paragraph and draw line between columns.
- 4) Prepare four columns of same size and type the matter in that column.
- 5) Write any news from any newspaper in different size of columns; columns should look as newspaper columns.
- 6) Cut news from newspaper. Create a paper size as per measurement of the news, type it, use font size for title as per news. Convert text in to column and prints it, and paste news of newspaper on printing paper.
- 7) Cut a text from magazine. Create size similar to magazine. Use suitable font size as per magazine text and print it.
- 8) Prepare News for "Attack on Railway at Gauhati, Gujrat" Using Newspaper Column facility.
  - 1) Create 3 Columns.
  - 2) Use Word Art Facility for creation of Heading.
- 9) Prepare News for "All India Kho-Kho Tournaments" held at N.M University Jalgaon using Newspaper Column Facility.

**NOTE:**

- 1) This is an illustrative list of practicals.
- 2) These or such other practicals can be done by students
- 3) Practical should be selected in such a manner that all topics are covered.
- 4) Students should file all print outs for the practicals done by him.