

B.COM SEM-3

IT PROJECT

Ques.1 Design in MS WORD.

Create table as below and shading the first row

DAYS	PERIOD I	PERIOD 2	PERIOD 4	PERIOD 5
MONDAY	IFS	IT	BM	FA
TUESDAY	IT	BM	TAX	STAT
WEDNESDAY	ECO	TAX	BM	IT
THURSDAY	STAT	IFS	FA	ECO
FRIDAY	BM	FA	STAT	TAX
SATURDAY	CA	IT	IFS	BM

- Create margin at the top & bottom 1.1 inch and right & left 1.5 inch
- Insert Period III column after Period II ☐ Insert Thursday row bellow Wednesday row
- Insert page number center align and Arial font
- Insert watermark "UMESCHANDRA"
- Table font style "Times new roman" and size 13

Ques. 2 Create Business Cards using Shapes, text, and colors in MS WORD.

Ques. 3 Get the newspaper and see the text-based advertisement and Design that advertisement in MS WORD.

Ques. 4 Create an Excel-sheet to make a class wise Time-Table.

Ques. 5 Create 20 Student's Mark sheet in MS Excel. (Calculate SUM, AVERAGE, RANK, and PASS/FAIL).

Ques. 6 Make 5 slides in MS Power-point on Cyber security.

Ques. 7 Using HTML codes design a simple photography website.