School of Distance Education
UNIVERSITY OF KERALA

B.Com (Computer Application): Practical Questions for Lab Record

III Semester

I.   Libre Office Writer
   a) Write a neat paragraph.
   b) Prepare a Time Table.

II. Libre Office Calc
   a) Prepare a Mark List.
   b) Salary bill calculation.

III. MS Word
   a) Write a neat document
   b) Prepare a Time Table
   c) Prepare a neat poster
   d) Mail Merge: Letter
   e) Mail Merge : Notice

IV. Adobe PageMaker
   a) Prepare an advertisement
   b) Prepare a cover page for a document.
   c) Prepare a notice
   d) Prepare a wedding invitation

V. MS Office Power Point
   a) Prepare a presentation for new Company
   b) Prepare a presentation about environmental pollution
   c) Prepare a presentation about School of Distance Education

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IV Semester

I. MS Excel
   a) Salary bill calculation
   b) Sample result sheet
   c) Bank account details
   d) Student details prepare chart

II. MS Access
   a) Preparation of data tables
   b) Student data sheet
   c) Preparation of relational query
   d) Preparation of Form
   e) Preparation of Report

III. SPSS
   a) Preparation of frequency table
   b) Preparation of cross tab
   c) Analyze data of 50 respondents using Mean, Median, Chi Square and ANOVA.