



TAMIL NADU OPEN UNIVERSITY

Chennai - 15

School of Management Studies

ASSIGNMENT

Programme Code No : 155

Programme Name : B.COM Computer Applications

Course Code & Name: BBKA – P1 & LAB I – Office Automation Package

Batch : CY 2020

No.of Assignment : 2

Maximum CIA Marks : 15 (Average of Total No. of Assignments)

ASSIGNMENT – 1

Max: 15 marks

Answer any one of the question not exceeding 1000 words

1. Answer the following
 - a) Create a new workbook as shown below and save the file with the name “Payroll”.
 - b) Enter the salaries for 25 employees, with DA and display the total salary in excel.
2. How will you create and insert chart in MS Excel.
3. Calculate the Gross Pay for employee; enter a formula in cell E4 to multiply Hourly Rate by Hours Worked. And calculate the Social Security Tax (S.S Tax), which is 6% of the Gross Pay; enter a formula in cell F4 to multiply Gross Pay by 6%.

ASSIGNMENT - 2

Max: 15 marks

Answer any one of the question not exceeding 1000 words

1. How will you insert an Excel chart into a power point slide?
2. Draw an organisation chart with minimum three hierarchical levels in MS PowerPoint.
3. How Would You Format a Cell? What are the options?