

Sree Chaitanya Mahavidyalaya

Department of Commerce

B.Com (Hons./ Gen.) - Semester 03

Paper: FACSSEC01M : Information Technology & its Business Applications (Practical)

PROJECT WORK ASSIGNMENTS

*Special credit will be given on the originality and style of presentation. The project work should be submitted by way of **softcopy** containing the output results, along with a literature on the description of the steps performed in the work. The softcopy file should be assigned the name in the form: <student-name><Regn.No>.*

(Last date of submission : **11-02-2021** TO subens@rediffmail.com)

The front page of the literature should contain the following information :

Student's Name :
 WBSU Registration. No. of
 Course : **B.Com Sem.3** Paper : **FACSSEC01M (P)**.
 College : **Sree Chaitanya Mahavidyalaya, Habra**

Assignment No. 01

Prepare an **interactive E-Book** on any subject of your choice. You may use any multimedia software (including Powerpoint applications, 'save as' web pages and the e-contents suitably packaged). Animation effects and hyperlink features may be used to make the e-book interactive. Also add graphic designs and pictures & videos to make it more colourful.

Assignment No. 02

Create a spreadsheet file named '**Payroll**' having two worksheets named '**StaffMaster**' and '**PayTransaction**'. The formats of the two worksheets are given below:

StaffMaster (data entered)

A	B	C	D	E
StaffID	Name	Designation	BasicPay	Spouse HRA

PayTransaction (auto-generated)

A	B	C	D	E	F	G
StaffID	BasicPay	DA	HRA	GrossPay	PFDedn	NetPay

(Paste-linked from StaffMaster) (.....formula generated.....)

Formulas:

DA is 60% of BasicPay

HRA is 15% of Basic or Rs.6000 whichever is less, subject to a maximum of Rs. 6000 of HRA of the employee and spouse together.

GrossPay is sum total of (Basic, DA and HRA)

PFDedn. is (10% of BasicPay)

NetPay is (GrossPay – PFDedn).

You are required to do the following activities, and narrate the steps/ formulae you follow/ use to undertake the task :

- (i) Enter 20 master records in *StaffMaster*, entered through entry form. Take at least 4 categories of '*Designation*' with different BasicPays.
- (ii) Auto generate the worksheet contents of *PayTransaction* applying formulae.
- (iii) Generate the following queries:
 - (a) Designation-wise Monthly Pay Bill
 - (b) Monthly Pay Bill of staff whose spouse are not employed.
- (iv) Auto-generate separate Pay Slip of each staff, using the tool of Mail-merge in MS-Word.
 (The Pay Slip must contain the following information in a nicely designed format:
StaffID, Name, Designation, Spouse HRA, BasicPay, DA, HRA, GrossPay, PFDedn, NetPay).