# WEST BENGAL COUNCIL OF HIGHER SECONDARY EDUCATION

## SUBJECT: <u>MODERN COMPUTER APPLICATION (COMA)</u>

| | CLASS – XI. | PRACTICAL | FULL MARKS: 30 |
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| 1. | **Preparing Worksheet using Excel 2010** | | **12 Marks** |
| | • Implementation | **9 Marks** | |
| | • Output | **3 Marks** | |
| 2. | **Webpage Designing using HTML**<br>One HTML Coding Program | | **10 Marks** |
| | • Designing | **3 marks** | |
| | • Coding | **5 marks** | |
| | • Output | **2 marks** | |
| 3. | **Lab Book** | | **3 Marks** |
| 4. | **Viva** | | **5 Marks** |

### Suggestive Worksheet Preparation using MS-Excel -2010

1. Create a personal budget spreadsheet that tracks income, expenses, and savings over a specified period. Use formulas and functions to calculate totals, percentages, and remaining balances.
2. A dataset containing sales data for a company to be provided. A spreadsheet to be created that calculates monthly sales totals, identifies top-selling products, and visualizes sales trends using line charts or bar graphs. Use conditional formatting to highlight exceptional sales performances.
3. Design a grade book spreadsheet that calculates students' final grades based on assignments, exams, and participation. Incorporate weighted grading systems, formulas for calculating averages, and conditional formatting to indicate performance levels. Generate reports to track individual student progress.
4. Create a spreadsheet that tracks inventory for a hypothetical business. Include columns for item names, quantities, prices, and total values. Use formulas to automatically update inventory totals, generate alerts for low stock, and create visualizations to represent inventory levels over time.
5. Loan parameters, such as principal amount, interest rate, and loan term to be provided. Create a spreadsheet that calculates monthly loan payments, remaining balances, and interest paid over time using appropriate formulas. Create a chart to visualize the loan's repayment schedule.
6. Dataset to be provided which will allow various data analysis tasks using spreadsheets. Calculation of summary statistics, sorting and filtering data and generation of charts or graphs to visualize patterns or trends within the data.
7. A dataset to be selected (e.g., stock prices, weather data, population growth, etc) and create line charts or area charts to visualize trends over time. Students should choose appropriate chart types, label axes, and add titles and legends to make the visualization clear and informative.
8. A dataset containing information about different products or variables (e.g., sales data, customer satisfaction ratings) to be provided and following to be done; create bar charts or column charts to compare the performance or rankings of the items. Use color, data labels, and chart elements to enhance the visual comparison.
9. A dataset containing time-series data for multiple variables (e.g., monthly sales data for different products) to be provided and the following task to be performed; to create a combo chart with lines and columns to compare the trends of the variables and identify any relationships or patterns.

## Suggestive Webpage Designing Program using HTML

1. Write HTML Code to design a webpage with the following information: - ¬ Your name

- o   Your address
- o   Your phone number
- o   Your email address
- o   Write a paragraph about "what do you want to be"

2. Write HTML code to design the following webpage: -

### Welcome to ABC School

- o   Management
- o   Teachers
- o   Non-teaching staff

### Information

Create a hyperlink on "information" so that below described webpage will be opened.

### Courses offered by ABC School in HS under WBCHE

- o   Science
- o   Arts
- o   Commerce

3. Write HTML code to design the following webpage. Insert a Picture at background.

### Welcome to Wonderland Park

- o   Ticket Price-Rs. 50 per head
- o   Park Timing-10:00 to 19:30

4. Write HTML code to design a webpage that contains two Frame. One frame contains a webpage which has information about Rabindranath Tagore like his parent's name, his three popular books. The name of the books will be in bulleted list format. There will be an image of Rabindranath Tagore. The background of the page will be in yellow colour. The font will be in green colour. The title of the page will be Kabi Guru. Another frame contains a webpage which has information about Netaji Subhas Chandra Bose like his parent's name, INA. The background of the page will have a picture of INA. The title of the page will be Netaji .

5. Write HTML code to design a webpage which contains your school daily class routine in tabular format. The background of the page will be pink in color. Font will be dark red color. The heading of the page will be "Our Daily Class Routine". Add a marquee to this heading.