



## **PLUS TWO COMPUTERISED ACCOUNTING**



## **MODEL PRACTICALS 2022-2023** **(Solved Questions for Practical)**

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**Pool of questions under Part A, B, C and D (Practical Evaluation)**



## **+2 Accountancy with Computerised Accounting** **Guidelines for Lab Work and Practical Evaluation**

### **Areas to be covered for the practical work:**

Part III Optional Computerised Accounting System is divided in to six units, and the first unit is purely theoretical, for which no lab work is necessary. The second, third and fourth units deal with electronics spreadsheet and its diverse applications in business, while the fifth unit establishes the underlying features of accounting software(GNU Khata). The sixth and last unit deals with practical aspects of managing database for accounting. Accordingly the practical areas can be broadly grouped in to three as follows-

Si No	Area	Unit	No.of Programs
1	Spreadsheet -Calc	II, III & IV	12
2	GNU Khata	V	4
3	DBMS- Base	VI	4
		Total	20

S.NO	Area	II Spreadsheet	III Use of Spreadsheet in Business application	IV Graphs and charts for business	V Accounting software Package	VI DBMS for accounting	Total
1	Formulas & Functions	3					3
	Data Entry , Text Management, Cell						
2	Formating	2					2
	One variable, two variable and Pivot Table						
3		2					2
4	Pay Roll Accounting		1				1
5	Asset Accounting		1				1
6	Loan Repayment Schedule		1				1
7	Graph and Charts			2			2
8	Account Groups				1		1
9	Voucher Entry				1		1
10	BFS				1		1
	T/B, P&L A/C, and Balance						
11	Sheet				1		1
12	Creating Table					1	1
13	Creating Forms					1	1
14	Creating Queries					1	1
15	Creating Reports					1	1
	Total	7	3	2	4	4	20

### **Practical Log Book:**

All the activities related to lab work are recorded in Practical Log Book (PLB). The Practical Log Book should contain a minimum of 20



works as specified in the practical syllabus. The format of recording in Practical Log Book may be as follows :

<b>Practical Log Book</b>	
Left Hand Side	Right Hand Side
Output Charts/ Graphs, Statements drawn (TB, B/S etc) Tables, (Print out of output/ results can also be pasted)	Problem Number Date of practical work Unit Name Area/Title  Problem/ Question statement Process Statements/ steps in problem solving with formulas/ functions or codes, if any

### **STRUCTURE & SPLIT UP OF SCORE IN EXAM:**

Qn. Part	AREA	No. of questions to attend	Split up of Score		Total
			Procedure	Output	
<b>A</b>	SPREADSHEET	<b>2</b>	<b>4</b>	<b>2</b>	<b>6</b>
	SPREADSHEET		<b>4</b>	<b>2</b>	<b>6</b>
<b>B</b>	Use of Spreadsheet in business application & Graphs and Charts for business	<b>2</b>	<b>3</b>	<b>1</b>	<b>4</b>
			<b>3</b>	<b>1</b>	<b>4</b>
<b>C</b>	GNUKhata	<b>1</b>	<b>4</b>	<b>2</b>	<b>6</b>
<b>D</b>	Database Management System	<b>1</b>	<b>4</b>	<b>2</b>	<b>6</b>
	<b>Total</b>	<b>6</b>	<b>22</b>	<b>10</b>	<b>32</b>
			<b>VIVA</b>		<b>4</b>
			<b>RECORD</b>		<b>4</b>
					<b>40</b>



**PART A**  
**SPREADSHEET (1 to 10)**  
**(For Exam Attend TWO questions,**  
**2x6=12 )**



**LIBRE OFFICE CALC**



## QUESTION 1

### Title: Sum, Sumif, LOOKUP

1. Given below is a table showing the Name, Designation and Monthly Salary paid for different employees in Kasaragod traders for March 2021

EMPLOYEE NAME	DESIGNATION	MONTHLY SALARY
AMANRAJ	CLERK	25000
ASHWIN	ACCOUNTANT	40000
NANDAKISHOR	SALESMAN	32000
DIVIN BOBY	SALESMAN	33000
SUHAIL	CLERK	25000
VANDITHA	MANAGER	50000

Find out the following:

- The total monthly salary paid in March 2021.
- The total monthly salary paid to salesman in the firm.
- The name of the employee with monthly salary of Rs.40,000 by using LOOKUP Function.

## PROCEDURE

**Step 1:** Open LibreOffice Calc

Applications → Office → LibreOffice Calc

**Step 2:** Enter the details as follows

	A	B	C
1	EMPLOYEE NAME	DESIGNATION	MONTHLY SALARY
2	AMANRAJ	CLERK	25000
3	ASHWIN	ACCOUNTANT	40000
4	NANDAKISHOR	SALESMAN	32000
5	DIVIN BOBY	SALESMAN	33000
6	SUHAIL	CLERK	25000
7	VANDITHA	MANAGER	50000



**Step 3 :** To get the total salary paid in March 2021 type the formula in C8 =**SUM(C2:C7)** and press Enter key.

**Step 4:** To get total monthly salary paid to the SALESMAN type the formula in C9 =**SUMIF(B2:B7,"SALESMAN",C2:C7)** and press Enter key

**Step 5:** To find out the name of the employee with monthly salary of Rs.40,000 by using LOOKUP Function .Type the formula in C10 =**LOOKUP(40000,C2:C7,A2:A7)** and press Enter key

### **OUTPUT**

<b>TOTAL SALARY</b>	<b>205000</b>
<b>Salary paid to the SALESMAN in the firm</b>	<b>65000</b>
<b>Name of employee with salary 40000</b>	<b>ASHWIN</b>



## QUESTION 2

### Title: NESTED IF

2.Yadu Krishnan obtained the following Scores out of 100 in his HSS Examination March 2022.

Subjects	Scores
ENGLISH	85
MALAYALAM	96
BUSINESS STUDIES	76
ACCOUNTANCY	67
ECONOMICS	29
COMPUTER APPLICATION	45

Convert the above Scores into Grades for each subject based on the following criteria, by using IF function.

Scores	Grades
90-100	A+
80-89	A
70-79	B+
60-69	B
50-59	C+
40-49	C
30-39	D+
20-29	D
Below 20	E

## PROCEDURE

**Step 1 :** Open LibreOffice Calc spreadsheet  
Applications → Office → LibreOffice Calc

**Step 2 :** Enter the Labels – SUBJECT, SCORE AND GRADE in the cells A1, B1 and C1 respectively.



**Step 3 :** Enter the details given in the question in respective cells.

	A	B	C
1	<b>SUBJECT</b>	<b>SCORE</b>	<b>GRADE</b>
2	ENGLISH	85	
3	MALAYALAM	96	
4	BUSINESS STUDIES	76	
5	ACCOUNTANCY	67	
6	ECONOMICS	29	
7	COMPUTER APPLICATION	45	

**Step 4:** Enter the formula in cell C2

=IF(B2>=90,"A+",IF(B2>=80,"A",IF(B2>=70,"B+",IF(B2>=60,"B",IF(B2>=50,"C+",IF(B2>=40,"C",IF(B2>=30,"D+",IF(B2>=20,"D","E"))))))))

Then select the cell C2 again and drag from C2 to C7.

## OUTPUT

	A	B	C
	<b>SUBJECT</b>	<b>SCORE</b>	<b>GRADE</b>
	ENGLISH	85	A
	MALAYALAM	96	A+
	BUSINESS STUDIES	76	B+
	ACCOUNTANCY	67	B
	ECONOMICS	29	D
	COMPUTER APPLICATION	45	C





### QUESTION 3

#### Title: COUNT, COUNTA, COUNTBLANK and COUNTIF

3. Enter the following data exactly as given in the table and answer the following questions with the help of appropriate COUNT functions.

SOAP		5500	
	510		DISTANCE
MASK	SOAP	150	
4000	800		
		DISTANCE	3350

- No. of cells which are not empty
- No. of empty cells in the range
- No. of cells that have only numbers
- No. of cells that have the value 'SOAP'
- No. of cells that have value greater than 3000
- No. of cells that have value less than 1000

### PROCEDURE

**Step 1 :** Open LibreOffice Calc spreadsheet

Applications → Office → LibreOffice Calc

**Step-2 :** Enter the values given in the table exactly as in table in the range A1:D5

	A	B	C	D
1	SOAP		5500	
2		510		DISTANCE
3	MASK	SOAP	150	
4	4000	800		
5			DISTANCE	3350



**Step 3 :** Enter the following Text in the cells as in the below table

CELL	TEXT TO BE ENTERED
E1	No. of cells that is not empty
E2	No. of empty Cells
E3	No. of cells that contains numbers
E4	No. of cells that contains 'SOAP'
E5	No. of cells that have values greater than 3000
E6	No. of cells that have values less than 1000

**Step 4 :** Enter the following Formulas in the cells as in the below table

CELL	FORMULA TO BE ENTERED
F1	=COUNTA(A1:D5)
F2	=COUNTBLANK(A1:D5)
F3	=COUNT(A1:D5)
F4	=COUNTIF(A1:D5,"SOAP")
F5	=COUNTIF(A1:D5,">3000")
F6	=COUNTIF(A1:D5,"<1000")

### OUTPUT:

E	F
No. of cells that is not empty	11
No. of empty cells	9
No. of cells that contain numbers	6
No. of cells that contain 'SOAP'	2
No. of cells that have values greater than 3000	3
No. of cells that have values less than 1000	3



## QUESTION 4

### Title: PIVOT TABLE

4. From the following information create a Pivot Table to give country wise sales of the products

Sl No	Products	Sales Volume ₹	Country
1	SQUID	25000	CHINA
2	PRAWN	20000	AMERICA
3	CLOVE	30000	ENGLAND
4	SQUID	50000	CHINA
5	PRAWN	40000	AMERICA
6	CLOVE	15000	ENGLAND

## PROCEDURE

**Step 1 :** Open LibreOffice Calc spreadsheet  
Applications → Office → LibreOffice Calc

**Step 2:** Enter table headings (Labels) :  
Sl. No. in cell A1, Products in cell B1, Sales Volume (Rs) in cell C1  
& Country in cell D1.

**Step-3:** Enter the details given in the question in respective cells

	A	B	C	D
1	<b>Sl No</b>	<b>Products</b>	<b>Sales Volume</b>	<b>Country</b>
2	1	SQUID	25000	CHINA
3	2	PRAWN	20000	AMERICA
4	3	CLOVE	30000	ENGLAND
5	4	SQUID	50000	CHINA
6	5	PRAWN	40000	AMERICA
7	6	CLOVE	15000	ENGLAND

**Step-4:** Select the entire data including labels like Si No, Products, Sales Volume (A1:D7) to create Pivot Table.

**Step-5:** Create Pivot Table.

Data----Pivot Table---Create----Current Selection----Ok

**Step 6 :** In the Pivot Table Layout window, drag fields for the Pivot Table from the available fields as follows-

Drag and drop Products field from Available fields to Row fields

Drag and drop Country field from Available fields to Column fields

Drag and drop Sales Volume (Rs) field from Available fields to Data fields and click on OK button.

*(Data Fields' always filled with 'numerical' values.) For information*

**OUTPUT:**

Sum - Sales Volume	Data			
Products	AMERICA	CHINA	ENGLAND	Total Result
CLOVE			45000	45000
PRAWN	40000			40000
PRAWN	20000			20000
SQUID		25000		25000
SQUID		50000		50000
<b>Total Result</b>	<b>60000</b>	<b>75000</b>	<b>45000</b>	<b>180000</b>



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## QUESTION 5

### Title: DATEVALUE

5. Mr. Adhithyan intends to apply for Civil Service examination this year. But the upper age limit is 32 as on 01/08/2016. Determine whether he is eligible to apply or not. Based on the cut off age. His date of birth is 06/09/1982 using appropriate spreadsheet functions.

## PROCEDURE

**Step-1:** Open LibreOffice Calc

**Step-2:** Enter the labels in different cells as follows

CELL	LABEL
A1	Datevalue of Notification Date
A2	Datevalue of Date of Birth
A3	Age in Days
A4	Age in Years
A5	Eligibility to Apply

**Step-3:** Compute the Date Value of such date in B1 and B2 by the formula

B1= DATEVALUE("01/08/2016")

B2=DATEVALUE("06/09/1982")

**Step-4:** Calculate difference between these date values in the cell B3 by the formula B3=B1-B2

**Step-5:** Calculate the age of the person in the cell B4 by the formula

B4=ROUND(B3/365,0)

**Step-6:** Determine the Eligibility with the formula in the cell B5

B5=IF(B4<=32,"ELIGIBLE","NOT ELIGIBLE") & press Enter

## OUTPUT:

A	B
Datevalue of Notification Date	42583
Datevalue of Date of Birth	30200
Age in Days	12383
Age in Years	34
Eligibility to Apply	NOT ELIGIBLE



## QUESTION 6

### Title: MAX,MIN,AVERAGE and CONCATENATE

6.(a) The following are the scores obtained by some students in a competitive examination. Find out the HIGHEST, LOWEST and AVERAGE score using appropriate function in spread sheet.

NAME	ANUSH	ASHWATH	NUSAIBA	FRINSON	NIHAL	NITHESH	PRAJWAL
SCORE	150	180	410	480	260	161	515

(b) From the data given below Fill the Address in F2 using CONCATENATE Function.

NAME	HOUSE NAME	PLACE	POST	PIN
SANDEEP	NEELIAN	KASARAGOD	PILICODE	671310

## PROCEDURE

**(a):**

**Step-1:** Open LibreOffice Calc

**Step-2:** Enter the details given in the question in respective cells.

**Step-3:** Enter the labels in different cells as follows

CELL	LABEL
A3	HIGHEST VALUE
A4	LOWEST VALUE
A5	AVERAGE

**Step-4:** Calculate the HIGHEST Score in cell B3 by the formula  
=MAX(B2:H2)

**Step-5:** Find the LOWEST rank in cell B4 by the formula  
=MIN(B2:H2)

**Step-5:** Find the AVERAGE mark in cell B5 by the formula  
=AVERAGE(B2:H2)

**OUTPUT 1:**

<b>HIGHEST VALUE</b>	<b>515</b>
<b>LOWEST VALUE</b>	<b>150</b>
<b>AVERAGE</b>	<b>308</b>

**(b):****Step 1 :** Open LibreOffice Calc spreadsheet

Applications → Office → LibreOffice Calc

**Step-2:** Enter the details given in the question in respective cells except address

	A	B	C	D	E	F
1	<b>NAME</b>	<b>HOUSE NAME</b>	<b>PLACE</b>	<b>POST</b>	<b>PIN</b>	<b>ADDRESS</b>
2	SANDEEP	NEELIAN	KASARAGOD	PILICODE	671310	

**Step-3:** Enter the formula in the cell F2 as**=CONCATENATE(A2,"",B2,"",C2,"",D2,"",E2)****OUTPUT 2:**

	A	B	C	D	E	F
1	<b>NAME</b>	<b>HOUSE NAME</b>	<b>PLACE</b>	<b>POST</b>	<b>PIN</b>	<b>ADDRESS</b>
2	SANDEEP	NEELIAN	KASARAGOD	PILICODE	671310	SANDEEP,NEELIAN,KASARAGOD,PILICODE,671310



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## QUESTION 7

### Title: LOOK UP FUNCTION

7. a) From the following Table, find out the BASIC PAY of Mr. Ajith using VLOOKUP Function using EMPCODE 1846

EMPCODE	NAME	BASIC PAY
1512	VINU	7000
3475	AKHIL	11500
1846	AJITH	8500
5432	SONU	6000

b).From the following details, Find out the actual profit for QUARTER II using HLOOKUP Function

	QUARTER I	QUARTER II	QUARTER III	QUARTER IV
TOTAL SALES	20,000	30,000	45000	50000
TOTAL COST	15,000	18000	43000	37000
PROFIT	5000	12000	2000	13000

## PROCEDURE

**(a):**

**Step-1:** Open LibreOffice Calc

**Step 2:** Enter all the details given in the question in respective cells.

	A	B	C
1	<u>EMPCODE</u>	<u>NAME</u>	<u>BASIC PAY</u>
2	1512	VINU	7000
3	3475	AKHIL	11500
4	1846	AJITH	8500
5	5432	SONU	6000





**Step-3:** To find out the BASIC PAY of Mr.Ajith using VLOOKUP Function using EMPCODE 1846, enter the following formula in D7

=VLOOKUP(1846,A2:C5,3,0)

### OUTPUT 1:

	A	B	C	D
1	<b>EMPCODE</b>	<b>NAME</b>	<b>BASIC PAY</b>	
2	1512	VINU	7000	
3	3475	AKHIL	11500	
4	1846	AJITH	8500	
5	5432	SONU	6000	
6				
7	<b>BASIC PAY OF AJITH BY USING EMP CODE</b>			<b>8500</b>
8				

**(b):**

**Step-1:** Open LibreOffice Calc

**Step 2:** Enter all the details given in the question in respective cells.

	A	B	C	D	E
1		<b>QUARTER I</b>	<b>QUARTER II</b>	<b>QUARTER III</b>	<b>QUARTER IV</b>
2	<b>TOTAL SALES</b>	20000	30000	45000	50000
3	<b>TOTAL COST</b>	15000	18000	43000	37000
4	<b>PROFIT</b>	5000	12000	2000	13000

**Step-3:** To find out the profit of the QUARTER II in the cell E7 by the formula

=HLOOKUP(C1,B1:E4,4,,0)

### OUTPUT 2:

	A	B	C	D	E
1		<b>QUARTER I</b>	<b>QUARTER II</b>	<b>QUARTER III</b>	<b>QUARTER IV</b>
2	<b>TOTAL SALES</b>	20000	30000	45000	50000
3	<b>TOTAL COST</b>	15000	18000	43000	37000
4	<b>PROFIT</b>	5000	12000	2000	13000
5					
6					
7	<b>PROFIT OF QUARTER II (BY USING HLOOKUP)</b>				<b>12000</b>



## QUESTION 8

### Title: DATAVALIDATION

8. Assume that your School have only Commerce and Science batches. You are required to enter the following list of students after creating the data validation. Data validation Rules are

- Age should be between 15 and 20.
- The Batch must limit to Commerce and Science.

ADMISSION NR	NAME	BATCH	AGE
1231	NUSAIBA	COMMERCE	16
1232	SHIFANA	SCIENCE	15
1233	LAVANYA	COMMERCE	17
1234	NITESH	COMMERCE	16
1235	SUSHANTH	SCIENCE	15

## PROCEDURE

**Step 1:** Open a blank worksheet in Libre Office Calc

**Step 2:** Enter the table headings in various cells as given below

	A	B	C	D
1	ADMISSION NR	NAME	BATCH	AGE
2				
3				
4				
5				
6				

**Step 3:** Enter Admission No from A2:A6 and Name from B2:B6 as given in the question.

**Step 4:** Select the range C2:C7, then go to the menu Data > Validity.



**Step 5:** In Validity Dialogue box, under the Criteria tab against 'Allow', select 'List' from the combo box.

**Step 6:** Then against 'Entries' displayed below enter the batch names, one in each line, by pressing Enter key  
 COMMERCE  
 SCIENCE and press OK

**Step 7:** Select the ranges from D2 : D6  
 In Validity Dialogue box, under the criteria tab against 'Allow' select 'Whole Numbers' from the combo box.

**Step 8:** Then against 'Data' , select 'Valid range' from the combo box

Then against 'Minimum', enter 15 and against 'Maximum', enter 20 and press OK

**Step 9:** Then enter the data given in the question in the table.  
 When invalid entries are made the error message appears restricting invalid entry.

### **OUTPUT :**

	A	B	C	D
1	<b>ADMISSION NR</b>	<b>NAME</b>	<b>BATCH</b>	<b>AGE</b>
2	1231	NUSAIBA	COMMERCE	16
3	1232	SHIFANA	SCIENCE	15
4	1233	LAVANYA	COMMERCE	17
5	1234	NITESH	COMMERCE	16
6	1235	SUSHANTH	COMMERCE	15
7			SCIENCE	



## QUESTION 9

### Title: Conditional formatting

9. List of Debtors and the amount due from them are given below. Apply Conditional formatting to highlight receivables with date that have expired on 31/01/2016. Also highlight the debts more than ₹ 35000 with red colour.

SI NO	NAME	AMOUNT RECEIVABLE	DUE DATE-31/01/2016
1	NIKILESH	25000	28/01/16
2	KRITHIK	30000	15/01/16
3	MANEESH	45000	15/01/16
4	PAVAN	37000	31/03/16
5	RAFI	32000	18/01/16

## PROCEDURE

**Step-1:** Open a blank worksheet in LibreOffice Calc

**Step-2:** Enter the labels as

CELL	LABEL
A1	SI NO
B1	NAME
C1	AMOUNT RECEIVABLE
D1	DUE DATE-31/01/2016

**Step 3:** Enter the details given in the question in respective cells.

**Step 4:** Select the range D2:D6, select Conditional Formatting from Format menu > Click on Condition

**Step 6:** Then in the conditional formatting dialogue box under condition1, select 'Cell Value is' in first combo box.

In second combo box select 'less than'. In the next box



type the text exactly as given below  
Datevalue("31/01/2016")

**Step 7:** Then from the combo box given against 'Apply Style', select 'New Style'. In cell style menu select Background----Select Red colour - Press – OK – OK

**Step 8:** Select the range C2: C6 to apply conditional formatting for the amounts greater than ₹ 35,000

**Step-9:** Then go to the menu Format> Conditional Formatting>Condition.

**Step 10:** Then in the conditional formatting dialogue box under condition1, select 'Cell Value is' in first combo box. In second combo box select 'greater than'. In the next box type '35000'

**Step 11:** Then from the combo box given against 'Apply Style', select 'New Style'. In cell style menu select Background----Select a colour - Press – OK – OK

### OUTPUT :

	A	B	C	D
1	SI NO	NAME	AMOUNT RECEIVABLE	DUE DATE-31/01/2016
2	1	NIKILESH	25000	28/01/16
3	2	KRITHIK	30000	15/01/16
4	3	MANEESH	45000	15/01/16
5	4	PAVAN	37000	31/03/16
6	5	RAFI	32000	18/01/16



## QUESTION 10

### Title: One Variable Data Table & PMT

10. Consider the following information

- Loan amount – ₹ 300,000
- No. of Payments – 48 months
- Annual Rate of interest – 10%

Prepare a one variable table showing the repayment of the above loan in different number of payment such as 12 months, 24 months, 36 months, 48 months, 60 months and 72 months. Use PMT Function.

## PROCEDURE

*(Note : One variable data table is based on an equation ,Here it is PMT  
Syntax =PMT(Rate,NPER,PV,FV,Type) For Information only.*

**Step 1:** Open a new work sheet in LibreOffice Calc

**Step 2:** Enter the details given in the question as follows

	A	B
1	<b>Interest Rate</b>	<b>10.00%</b>
2	<b>NPER</b>	<b>48</b>
3	<b>PV</b>	<b>300000</b>
4	<b>FV</b>	<b>0</b>
5	<b>TYPE</b>	<b>0</b>
6	<b>PMT</b>	

To get monthly interest, %/12

**Step 3:** In B6 , Enter the formula  
=PMT(B1/12,B2,B3,B4,B5)

Returns the value **₹ 7608.78**

**Step 4:** Type the numbers (NPER) 12,24,36,48,60,72 in the range A9:A14

Create a table as follows (It may be either Column wise



or Row wise- Here it is Column wise)

8	<b>IF NPER</b>	<b>PMT</b>
9		<b>12</b>
10		<b>24</b>
11		<b>36</b>
12		<b>48</b>
13		<b>60</b>
14		<b>72</b>

**Step 5:** Select the range A9:B14

Click Data -> Multiple operations

Set the dialogue box as

Formulas : \$B\$6

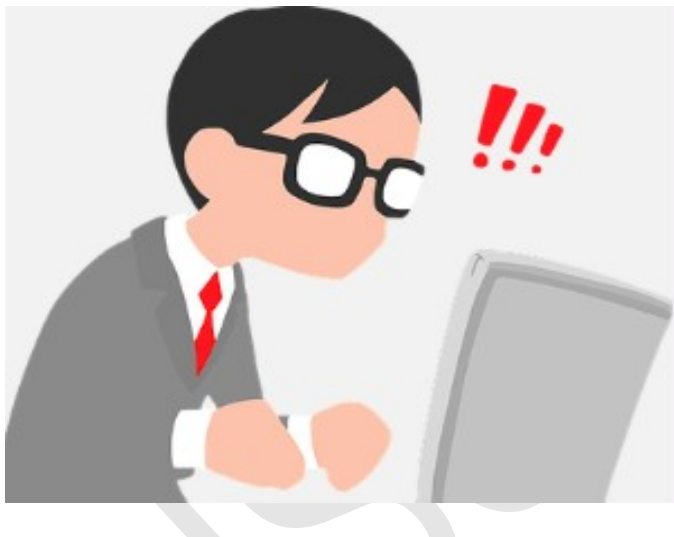
Column input cell : \$B\$2 & Press OK

### **OUTPUT :**

	A	B
1	<b>Interest Rate</b>	<b>10.00%</b>
2	<b>NPER</b>	<b>48</b>
3	<b>PV</b>	<b>300000</b>
4	<b>FV</b>	<b>0</b>
5	<b>TYPE</b>	<b>0</b>
6	<b>PMT</b>	<b>-₹7,608.78</b>
7		
8	<b>IF NPER</b>	<b>PMT</b>
9	<b>12</b>	<b>-26374.77</b>
10	<b>24</b>	<b>-13843.48</b>
11	<b>36</b>	<b>-9680.156</b>
12	<b>48</b>	<b>-7608.775</b>
13	<b>60</b>	<b>-6374.113</b>
14	<b>72</b>	<b>-5557.751</b>



**PART B**  
**SPREADSHEET**  
**11 to 15**  
**(For Exam Attend TWO questions,**  
**2x4=8 )**



**LIBRE OFFICE CALC**





## QUESTION 11

### Title: Chart Preparation- Column & Line

11. The total commission earned by Mr.Prajwal and Mr.Robith for the year 2013 – 2017 are given below

Year	Mr: Prajwal	Mr: Robith
2013	9210	6880
2014	14000	9452
2015	12000	15800
2016	15150	13500
2017	15950	12986

- Present the data in a column chart
- Change the chart type to line chart

## PROCEDURE

**Step 1:** Open LibreOffice Calc spreadsheet

Applications → Office → LibreOffice Calc

**Step 2:** Enter the given details in respective cells as below

	A	B	C
1	<b>Year</b>	<b>Mr: Prajwal</b>	<b>Mr: Robith</b>
2	2013	9210	6880
3	2014	14000	9452
4	2015	12000	15800
5	2016	15150	13500
6	2017	15950	12986

**Step 3:** Select the data range A1:C6 to prepare Column chart.

Then Go to INSERT Menu → CHART



**Step 4:** A Chart Wizard window appears.

a)Chart Type : Here select the chart type as COLUMN Chart. Click Next

b)Data Range: Check box against “First Column as Label”. Click Next button

c)Data Series : We can remove unwanted Data series (If necessary) –Next

d)Chart Elements : Give suitable title, X-axis title, Y-axis title etc for the chart.

Title : Commission Earned

X-Axis : Year

Y-Axis: Amount

and click FINISH button to insert chart

### **B) Change Column chart to Line Chart**

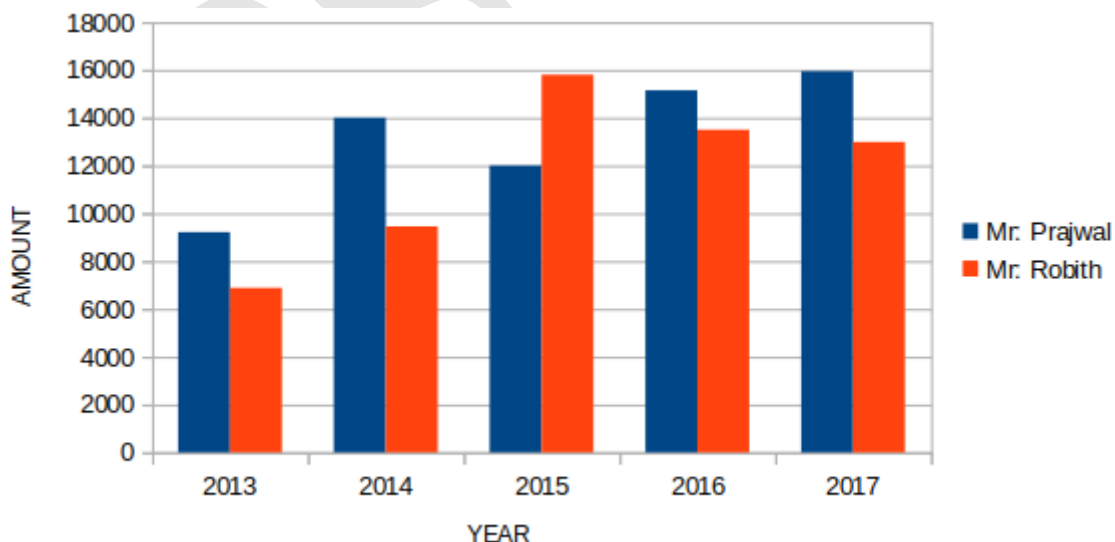
Step 1 : Double click on Column chart

Step 2 : Select Format menu → Chart type

Step 3 : Select Line chart from Chart type. Select style of Line chart.

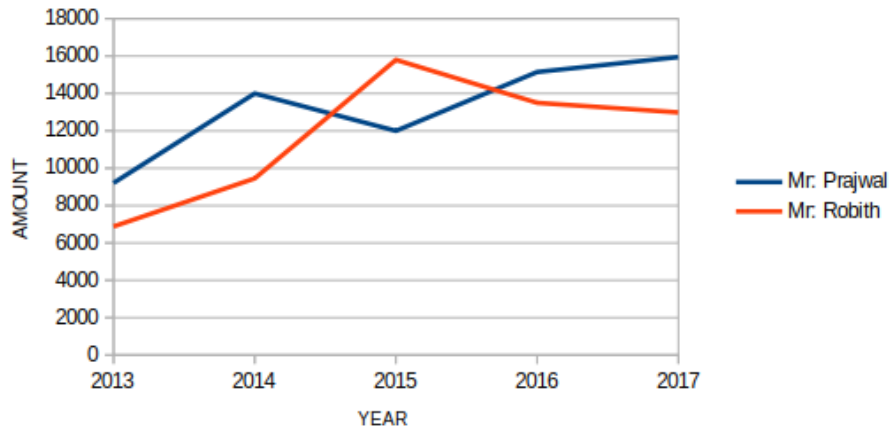
Click on OK button.

### **OUTPUT 1 :**





## **OUTPUT 2 :**



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## QUESTION 12

### Title: Pie Chart Preparation

12. Draw a pie chart for the following data on vehicles registered in the motor vehicles department during 2021 – 2022 in Kasragod .

Vehicle Type	Bus	Auto	Truck	Car	Two wheeler	Electric Vehicle
Number	458	689	126	1024	1865	124

## PROCEDURE

**Step 1 :** Open LibreOffice Calc spreadsheet  
Applications → Office → LibreOffice Calc

**Step 2 :** Enter the given details in respective cells as below-

	A	B	C	D	E	F	G
1	Vehicle Type	Bus	Auto	Truck	Car	Two wheeler	Electric Vehicle
2	Number	458	689	126	1024	1865	124

**Step 3 :** Select the data range A1:G2 to prepare Pie chart.  
Then Go to INSERT Menu → CHART

**Step 4:** A Chart Wizard window appears.

a) Chart Type: Here select the chart type as PIE Chart. Click Next button

b) Data Range : (A1:G2 range already selected) Click Next button

c) Data Series : We can remove unwanted Data series (If necessary) –Next

d) Chart Elements : Give suitable title, Sub Title etc. for the chart.

Title : VEHICLES REGISTERED

Subtitle : 2021-2022

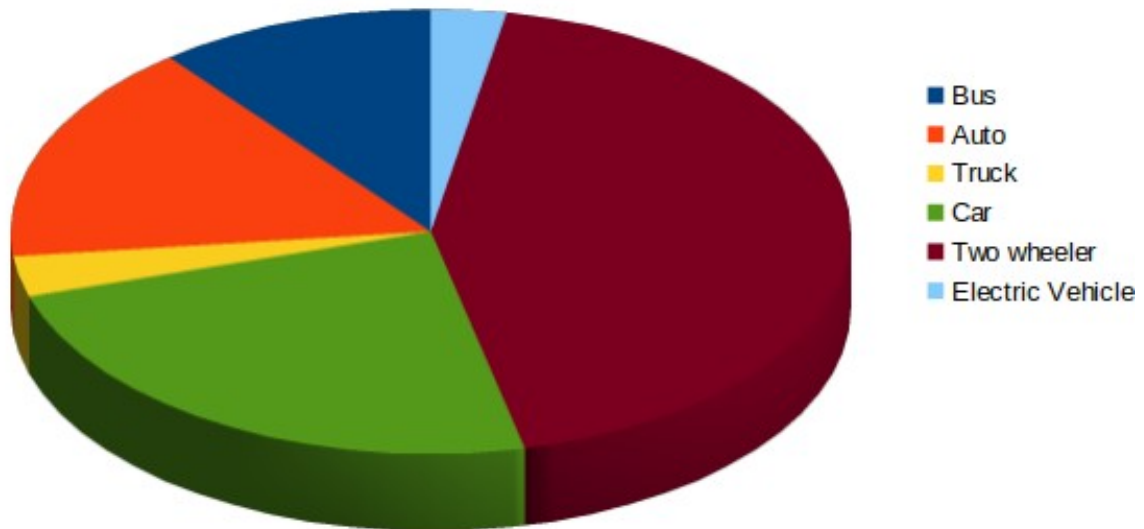
and click FINISH button to insert chart



## **OUTPUT :**

### VEHICLES REGISTERED

2021-2022 Kasaragod



HSS





### QUESTION 13

#### Title: Depreciation under Straight Line Method (SLN)

13. Below are the details of various assets in HSSTIMES Ltd. Calculate depreciation under straight line method using spreadsheet software.

Asset	Cost	Installation Charge	Transportation Charges	Pre-Operating Expenses	Salvage Value	Life In Years
Machinery	20000	2000	4600	1200	2000	10
Furniture	40000	3500	1500	500	3000	8

### PROCEDURE

**Step 1 :** Open LibreOffice Calc spreadsheet  
Applications → Office → LibreOffice Calc

**Step 2 :** Enter the labels and values as given below-

	A	B	C	D	E	F	G	H	I
1	Asset	Cost	Installation Charge	Transportation Charges	Pre-Operating Expenses	Salvage Value	Life In Years	Total Cost	Depreciation
2	Machinery	20000	2000	4600	1200	2000	10		
3	Furniture	40000	3500	1500	500	3000	8		

**Step 3:** Calculate Total Cost in the cell H2 by the formula  
=SUM(B2:E2) and copy the formula to cell H3.

**Step 4 :** Calculate annual depreciation of the asset Machinery in the cell I2 by the formula =SLN(H2,F2,G2) and then copy the formula to cell I3 to find depreciation of Furniture.



## OUTPUT :

	A	B	C	D	E	F	G	H	I
1	Asset	Cost	Installation Charge	Transportation Charges	Pre-Operating Expenses	Salvage Value	Life In Years	Total Cost	Depreciation
2	Machinery	20000	2000	4600	1200	2000	10	27800	₹2,580.00
3	Furniture	40000	3500	1500	500	3000	8	45500	₹5,312.50



## QUESTION 14

### Title: Depreciation – DB Method

14. A machinery was purchased on 1st April 2013 for Rs. 200000. Its estimated life is 10 years with salvage value of Rs. 20000. Accounting year is 1st April to 31st March every year. Using built-in function (Spreadsheet) calculate depreciation under the Diminishing Balance Value method for 5th year.

### PROCEDURE

**Step 1:** Open LibreOffice Calc spreadsheet  
Applications → Office → LibreOffice Calc

**Step 2:** Enter the labels and values as given below

	A	B
1	<b>PURCHASE COST</b>	<b>200000</b>
2	<b>SALVAGE VALUE</b>	<b>20000</b>
3	<b>LIFE IN YEARS</b>	<b>10</b>
4	<b>PERIOD</b>	<b>5</b>
5	<b>DEPRECIATION</b>	

**Step 3:** Calculate Depreciation for 5th year in cell B5

Syntax=DB(cost,salvage,life,period,month)

B5=DB(B1,B2,B3,B4)

Month means number of month's asset used in the first year.  
OPTIONAL

### OUTPUT :

	A	B
1	<b>PURCHASE COST</b>	<b>200000</b>
2	<b>SALVAGE VALUE</b>	<b>20000</b>
3	<b>LIFE IN YEARS</b>	<b>10</b>
4	<b>PERIOD</b>	<b>5</b>
5	<b>DEPRECIATION</b>	<b>₹16,374.92</b>





## QUESTION 15

### Title: Depreciation – DB Method 2

15. The following are the details of a plant and machinery under WDV method using spreadsheet.

Name of Asset	Plant & Machinery
Date of purchase	10/07/2010
Date of installation	20/07/2010
Cost of Plant & Machinery	300000
Installation Cost	50000
Pre-operating cost	10000
Salvage Value	30000
Expected Life of Asset	8 years
1 <sup>st</sup> year end date	31-03-2011
Period	1

## PROCEDURE

**Step 1:** Open LibreOffice Calc spreadsheet

Applications → Office → LibreOffice Calc

**Step 2:** Type the label and values as follows

	A	B
1	<b>COST OF PLANT &amp; MACHINE</b>	<b>300000</b>
2	<b>INSTALLATION COST</b>	<b>50000</b>
3	<b>PRE-OPERATING COST</b>	<b>10000</b>
4	<b>TOTAL COST</b>	
5	<b>SALVAGE</b>	<b>30000</b>
6	<b>LIFE OF ASSET</b>	<b>8</b>
7	<b>PERIOD</b>	<b>1</b>
8	<b>MONTH(10/07/2010 – 31/3/2011)</b>	<b>9</b>



**Step 3:** To find out Total cost ,in B4 Enter the formula  
=SUM(B1:B3)

**Step 4:** Compute depreciation in cell B9  
B9=DB(B4,B5,B6,B7,B8)

### **OUTPUT :**

	A	B
1	<b>COST OF PLANT &amp; MACHINE</b>	<b>300000</b>
2	<b>INSTALLATION COST</b>	<b>50000</b>
3	<b>PRE-OPERATING COST</b>	<b>10000</b>
4	<b>TOTAL COST</b>	<b>360000</b>
5	<b>SALVAGE</b>	<b>30000</b>
6	<b>LIFE OF ASSET</b>	<b>8</b>
7	<b>PERIOD</b>	<b>1</b>
8	<b>MONTH(10/07/2010 – 31/3/2011)</b>	<b>9</b>
9	<b>DEPRECIATION 1<sup>st</sup> YEAR</b>	<b>₹72,090.00</b>



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**QUESTION 16****Title: Payroll Preparation**

15. Prepare payroll of the following employees

Name	Basic Pay	PF LOAN
DHANUSH	39500	11100
HARSHITH	41500	11800
THANUSH	41500	11800
VISHNU	54000	0
HUDA	48000	11700
VINUTHA	48000	11850
RAFI	41500	12000
PRIYATAM	62000	0
RAHUL	33500	12000
ATHWIYA	38000	5500

Additional Information

1. DA – 36% of Basic Pay
2. HRA – Rs.1750 for employees Basic Pay greater than Rs. 52000,  
for others Rs.1500.
3. TA – 400 per Employee
4. PF subscription – 10% for Gross Pay.
5. TDS – 20% for Gross Pay greater than Rs. 60000, otherwise 10%



## PROCEDURE

**Step 1 :** Open LibreOffice Calc spreadsheet

Applications → Office → LibreOffice Calc

**Step 2:** Enter the details as follows

	A	B	C	D	E	F	G	H	I	J	K
1	Name	Basic Pay	DA	HRA	TA	GROSS PAY	PF	PF LOAN	TDS	TOTAL DEDUCTION	NET PAY
2	DHANUSH	39500						11100			
3	HARSHITH	41500						11800			
4	THANUSH	41500						11800			
5	VISHNU	54000						0			
6	HUDA	48000						11700			
7	VINUTHA	48000						11850			
8	RAFI	41500						12000			
9	PRIYATAM	62000						0			
10	RAHUL	33500						12000			
11	ATHWIYA	38000						5500			

**Step 3:** Enter formula

In C2 =B2\*36%

In D2 =IF(B2>52000,1750,1500)

In E2 ,Enter 400 for all employees (not a formula)

In F2 =B2+C2+D2+E2

In G2 =F2\*10%

In I2 =IF(F2>60000,F2\*20%,F2\*10%)

In J2 =G2+H2+I2

In K2 =F2-J2

**Step 4:** Drag each formula down to get remaining columns filled.



## OUTPUT

	A	B	C	D	E	F	G	H	I	J	K
1	Name	Basic Pay	DA	HRA	TA	GROSS PAY	PF	PF LOAN	TDS	TOTAL DEDUCTION	NET PAY
2	DHANUSH	39500	14220	1500	400	55620	5562	11100	5562	22224	33396
3	HARSHITH	41500	14940	1500	400	58340	5834	11800	5834	23468	34872
4	THANUSH	41500	14940	1500	400	58340	5834	11800	5834	23468	34872
5	VISHNU	54000	19440	1750	400	75590	7559	0	15118	22677	52913
6	HUDA	48000	17280	1500	400	67180	6718	11700	13436	31854	35326
7	VINUTHA	48000	17280	1500	400	67180	6718	11850	13436	32004	35176
8	RAFI	41500	14940	1500	400	58340	5834	12000	5834	23668	34672
9	PRIYATAM	62000	22320	1750	400	86470	8647	0	17294	25941	60529
10	RAHUL	33500	12060	1500	400	47460	4746	12000	4746	21492	25968
11	ATHWIYA	38000	13680	1500	400	53580	5358	5500	5358	16216	37364



**PART C-**  
**GNU Khata (17 to 20)**  
**(For Exam Attend ONE**  
**question, 1x6=6 )**



**GNU KHATA**

**QUESTION 17****Title: Voucher Entry – Cash Account**

16.The various transactions relating to HSSTIMES Traders for the month of January 2016 is given below. Ascertain cash balance for the month using Gnu Khata.

Jan 1. Started business with cash Rs. 50000

Jan 1 : Purchased office furniture Rs. 4500

Jan 1 : Cash purchases Rs.25000

Jan 1 : Credit sales to Anand Rs. 43000

Jan 2 : Salary to staff Rs. 12000

Jan 2 : Received from Anand Rs. 17500

**PROCEDURE****Step1:** Open GNU Khata

Application → Office → GNU Khata

**Step 2: Create Organisation**

Select Create organization from the Menu

Enter Organisation name → HSSTIMES Traders → Case As-is  
→ Organisation → Profit making

Financial year 01/01/2016 to 31/12/2016 → Select Accounts Only → Proceed

**Step 3: Create Admin**

Enter User name, Password, Confirm password, Enter security question, answer security question, Create and login.

**Step 4: Create Ledger Accounts**

Master → Create Account → Select Group → Select Sub Group  
→ Enter Account Name → Save as follows



NAME OF ACCOUNT	GROUP	SUB GROUP
Cash	Current asset	Cash
Capital	Capital	None
Furniture	Fixed asset	Furniture
Purchase	Direct Expense	None
Sales	Direct Income	None
Anand	Current asset	Debtors
Salary	Indirect Expense	None

**Step 5:** Enter the transactions through appropriate vouchers as listed below

Date	Dr/Cr	Account Name	Amount	Voucher Type
1-1-16	Dr Cr	Cash Capital	50,000 50,000	Receipt
1-1-16	Dr Cr	Furniture Cash	4,500 4,500	Payment
1-1-16	Dr Cr	Purchase Cash	25,000 25,000	Purchase
1-1-16	Dr Cr	Anand Sales	43,000 43,000	Sales
2-1-16	Dr Cr	salary Cash	12,000 12,000	Payment
2-1-16	Dr Cr	Cash Anand	17,500 17,500	Receipt

**Step 6:** Uncheck Monthly Ledger , Set From Date as 01.01.2016 and To Date as 31.01.2016 and Click on View.

## OUTPUT

Type	Particulars	Debit	Credit
Receipt	CAPITAL	50000.00	
Payment	FURNITURE		4500.00
Purchase	PURCHASE		25000.00
Payment	SALARY		12000.00
Receipt	ANAND	17500.00	
	Total of Transactions	67500.00	41500.00
	Closing Balance C/F		26000.00
	Grand Total	67500.00	67500.00

(ANSWER: Cash A/C debit balance Rs.26,000)



**QUESTION 18****Title: Voucher Entry – Purchase and Sales Ledger**

17. Enter the following transactions using appropriate accounting vouchers and show the Purchase and Sales Ledgers of PILICODE Traders

01/01/2016 Started business with cash Rs. 150000

01/01/2016 Deposited in to SBI Rs 40000

01/01/2016 Purchased goods from Aruna Traders Rs. 25000

02/01/2016 Purchased goods Rs. 5000

02/01/2016 Sold goods Rs. 4000

02/01/2016 Purchased goods for Rs. 10000 and paid by cheque

02/01/2016 Sold goods on credit to Aneesh for Rs. 15000

**PROCEDURE**

**Step 1:** Open GNU Khata

Application → Office → GNU Khata

**Step 2: Create Organisation**

Select Create organization from the Menu

Enter Organisation name → PILICODE Traders → Case As-is  
→ Organisation → Profit making

Financial year 01/01/2016 to 31/12/2016 → Select Accounts Only → Proceed

**Step 3: Create Admin**

Enter User name, Password, Confirm password, Enter security question, Answer security question, Create and login.

**Step 4: Create Ledger Accounts**

Master → Create Account → Select Group → Select Sub Group  
→ Enter Account Name → Save as follows



NAME OF ACCOUNT	GROUP	SUB GROUP
Cash	Current asset	Cash
Capital	Capital	None
SBI	Current asset	Bank
Purchase	Direct Expense	None
Aruna Traders	Current Liabilities	Sundry Creditors for purchase
Sales	Direct Income	None
Aneesh	Current Asset	Sundry Debtors

**Step 5:** Enter the transactions through appropriate vouchers as listed below

Date	Dr/Cr	Account Name	Amount	Voucher Type
1-1-16	Dr	Cash	1,50,000	Receipt
	Cr	Capital	1,50,000	
1-1-16	Dr	SBI	40,000	Contra
	Cr	Cash	40,000	
1-1-16	Dr	Purchase	25,000	Purchase
	Cr	Aruna Traders	25,000	
02-1-16	Dr	Purchase	5,000	Purchase
	Cr	Cash	5,000	
2-1-16	Dr	Cash	4,000	Sales
	Cr	Sales	4,000	
2-1-16	Dr	Purchase	10,000	Purchase
	Cr	Bank	10,000	
02/01/2016	Dr	Aneesh	43,000	Sales
	Cr	Sales	43,000	

**Step 6:** Uncheck Monthly Ledger , Set From Date as 01.01.2016 and To Date as 31.01.2016 and Click on View.



## **OUTPUT 1- PURCHASE ACCOUNT**

Ledger Account : PURCHASE			Period : 01-01-2016	
Type	Particulars	Debit	Credit	
Purchase	ARUNA TRADERS	25000.00		
Purchase	CASH	5000.00		
Purchase	SBI	10000.00		
	Total of Transactions	40000.00	0.00	
	Closing Balance C/F		40000.00	
	Grand Total	40000.00	40000.00	

(ANSWER:Purchase Ledger Closing balance Rs. 40,000)

## **OUTPUT 2- SALES ACCOUNT**

Ledger Account : SALES			Period : 01-01-2016	
Type	Particulars	Debit	Credit	
Sales	CASH		4000.00	
Sales	ANEESH		43000.00	
	Total of Transactions	0.00	47000.00	
	Closing Balance C/F	47000.00		
	Grand Total	47000.00	47000.00	

(ANSWER: Sales Ledger Closing Balance Rs. 47,000)

**QUESTION 19****Title: Profit and Loss Account and Balance sheet**

18. Enter the following transactions of Nihal by using suitable accounting vouchers and display the profit and loss account and balance sheet.

01/06/2016 Commenced business with cash Rs. 17000

01/06/2016 Purchased machinery Rs. 10000

01/06/2016 Paid Rent of building Rs. 7500

01/06/2016 Cash deposited with Canara bank Rs. 20000

01/06/2016 Purchased goods for Rs. 8400

02/06/2016 Sold goods for cash Rs. 3260

02/06/2016 Sold goods on credit to Mr. Rajesh Rs. 2800

**PROCEDURE**

**Step 1:** Open GNU Khata

Application → Office → GNU Khata

**Step 2: Create Organisation**

Select Create organization from the Menu

Enter Organisation name → Nihal Traders → Case As-is  
→ Organisation → Profit making

Financial year 01/01/2016 to 31/12/2016 → Select Accounts Only → Proceed

**Step 3: Create Admin**

Enter User name, Password, Confirm password, Enter security question, Answer security question, Create and login.

**Step 4: Create Ledger Accounts**

Master → Create Account → Select Group → Select Sub Group  
→ Enter Account Name → Save as follows



NAME OF ACCOUNT	GROUP	SUB GROUP
Cash	Current asset	Cash
Capital	Capital	None
Machinery	Fixed Asset	Plant & Machinery
Rent	Indirect Expense	None
Canara Bank	Current Asset	Bank
Purchase	Direct Expense	None
Sales	Direct Income	None
Rajesh	Current Asset	Sundry Debtors

**Step 5:** Enter the transactions through appropriate vouchers as listed below

Date	Dr/Cr	Account Name	Amount	Voucher Type
1-06-16	Dr	Cash	17,000	Receipt
	Cr	Capital	17,000	
1-06-16	Dr	Machinery	10,000	Payment
	Cr	Cash	10,000	
1-06-16	Dr	Rent	7,500	Payment
	Cr	Cash	7,500	
1-06-16	Dr	Canara Bank	20,000	Contra
	Cr	Cash	20,000	
2-06-16	Dr	Purchase	8,400	Purchase
	Cr	Cash	8,400	
2-06-16	Dr	Cash	3,260	Sales
	Cr	Sales	3,260	
02-06-2016	Dr	Rajesh	2,800	Sales
	Cr	Sales	2,800	

**Step 6 :** Display Profit and Loss A/c

Report → Profit & Loss

Set, View Profit & Loss for the period from 01.01.2016 to

31.12.2016 and Click on → View button.

**Step 7 :** Display Balance Sheet

Report → Balance Sheet



Set, View Balance Sheet for the period from 01.01.2016 to 31.12.2016 and Balance Sheet Type as Conventional Balance Sheet. Then Click on View button.

## OUTPUT - PROFIT & LOSS A/C & BALANCE SHEET

Profit & Loss Account for the period 01-01-2016 to 31-12-2016			
Quick Search		Quick Search	
Particulars	Amount	Particulars	Amount
<b>DIRECT EXPENSE</b>		<b>DIRECT INCOME</b>	
To, PURCHASE	8400.00	By, SALES	6060.00
		By, Gross Loss C/F	2340.00
<b>TOTAL</b>	<b>8400.00</b>	<b>TOTAL</b>	<b>8400.00</b>
<b>INDIRECT EXPENSE</b>		<b>INDIRECT INCOME</b>	
To, Gross Loss B/F	2340.00	By, Net Loss Carried to B/S	9840.00
To, RENT	7500.00		
<b>TOTAL</b>	<b>9840.00</b>	<b>TOTAL</b>	<b>9840.00</b>

(ANSWER: Net Loss - 9840)

Conventional Balance Sheet as on 31-12-2016			
Capital and Liabilities	Amount	Property and Assets	Amount
<b>CAPITAL</b>	<b>17000.00</b>	<b>FIXED ASSETS</b>	<b>10000.00</b>
LOANS(LIABILITY)	0.00	INVESTMENTS	0.00
CURRENT LIABILITIES	0.00	CURRENT ASSETS	-2840.00
RESERVES	-9840.00	LOANS(ASSET)	0.00
Loss for the Year:	9840.00	MISCELLANEOUS EXPENSES(ASSET)	0.00
<b>TOTAL</b>	<b>7160.00</b>	<b>TOTAL</b>	<b>7160.00</b>

(ANSWER: Balance Sheet Total-7160)



## QUESTION 20

### Title: Ledger creation with opening balance and Balance sheet

19. Create the following ledgers in GNU Khata and display the balance sheet as on 01/04/2017 in the books of Neelian Traders, Kasaragod

Items	Amount
Capital	250000
Loose tools	50000
Crediters	50000
Bank Loan	75000
Land and Buildings	1000000
Plan and Machinery	1000000
Motor vehicle	75000
Debtors	50000
Outstanding salary	3000
Cash in hand	30000

## PROCEDURE

### Step 1: Open GNU Khata

Application → Office → GNU Khata

### Step 2: Create Organisation

Select Create organization from the Menu

Enter Organisation name → Neelian Traders → Case As-is  
→ Organisation → Profit making

Financial year 01/04/2017 to 31/03/2018 → Select Accounts Only → Proceed

### Step 3: Create Admin

Enter User name, Password, Confirm password, Enter security question, Answer security question, Create and login.

### Step 4: Create Ledger Accounts (with opening balance)



Master → Create Account → Select Group → Select Sub Group  
 → Enter Account Name → Save as follows

NAME OF ACCOUNT	GROUP	SUB GROUP	OPENING BALANCE
Capital	Capital	None	250000
Loose Tools	Current Asset	Loose Tools (New sub group)	50000
Creditors	Current Liabilities	Sundry Creditors for Purchase	50,000
Bank Loan	Loans (Liability)	Secured	75000
Land & Building	Fixed Assets	Land & Building (New Sub group)	10,00,000
Plant & Machinery	Fixed Assets	Plant & Machinery	10,00,000
Motor vehicle	Fixed Asset	Motor vehicle(New)	75000
Debtors	Current Asset	Sundry Debtors	50000
Outstanding Salary	Current Liabilities	Sundry Creditors for expenses	3,000
Cash in hand	Current Asset	Cash	30000

### Step-5: Display Balance Sheet

Report → Balance Sheet → set the period → Select Conventional Balance Sheet type → click on view.

### OUTPUT

Conventional Balance Sheet as on 31-03-2018			
Capital and Liabilities	Amount	Property and Assets	Amount
CAPITAL	250000.00	FIXED ASSETS	2075000.00
LOANS(LIABILITY)	75000.00	INVESTMENTS	0.00
CURRENT LIABILITIES	53000.00	CURRENT ASSETS	130000.00
RESERVES	0.00	LOANS(ASSET)	0.00
TOTAL	378000.00	MISCELLANEOUS EXPENSES(ASSET)	0.00
DIFFERENCE	1827000.00		
TOTAL	2205000.00	TOTAL	2205000.00

(ANSWER: Balance sheet total- 22,05,000)





**PART D : DBMS -LibreOffice**  
**Base**  
**(21 to 25)**  
**(For Exam Attend ONE**  
**question, 1x6=6 )**



**LIBRE OFFICE BASE**



## QUESTION 21

### Title: Table Creation and Query Designing in Base

20. Enter the following in a database table with the file name Emp\_details.

EMP ID	EMP NAME	EMP SEX	EMP BASIC PAY
100	ARUN	M	30000
101	NISHA	F	60000
102	ANIL	M	40000
103	ROOPA	F	80000

- a) Display the name of employees drawing BASIC PAY greater than or equal to 60000.
- b) Display the name of employees begin with 'A'.

## PROCEDURE

### Step 1 : Open LibreOffice Base

Applications → Office → LibreOffice Base

### Step 2 : Create New Database.

- Database Wizard → Create a new database → Next → Finish
- Save the new database with a file name & select location.

### Step 3: Create Table

From the Database Panel, select Create Table in Design view. Create the following Field Name with appropriate field Type

Field Name	Field Type
EMP_ID	Text [ VARCHAR ]
EMP_NAME	Text [ VARCHAR ]
EMP_SEX	Text [ VARCHAR ]
EMP_BASICPAY	Number [ NUMERIC ]

- Select and set EMP\_ID field as Primary Key
- Save the Table Design with a name 'Emp\_details\_Table'



**Step 4:** Close the screen by clicking X button and

Enter data in the newly created Table as given in the question by double clicking the created table.

	EMP_ID	EMP_NAME	EMP_SEX	EMP_BASICPAY
	100	ARUN	M	30000
	101	NISHA	F	60000
	102	ANIL	M	40000
	103	ROOPA	F	80000

**Step 5:** Design query for Basic Pay  $\geq 60000$

From the Database Panel, select the object Queries & Select Create Query in Design View.

- A small window appears
- Select the object Table and 'Emp\_details\_Table'
- Then click on Add button at the bottom and Close the window.
- Double click in the required fields (EMP\_ID, EMP\_NAME, EMP\_SEX, EMP\_BASICPAY)

**Step 6:** Against the criterion under EMP\_BASICPAY

Enter the criteria  $\geq 60000$ .

Then press F5 or run query button to display the results & save the query by giving a name “ $\geq 60000\_QUERY$ ”

Field	EMP_ID	EMP_NAME	EMP_SEX	EMP_BASICPAY
Alias				
Table	Emp_Details_Table	Emp_Details_Table	Emp_Details_Table	Emp_Details_Table
Sort				
Visible	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Function				
Criterion				$\geq 60000$

**Step 7:** (Design Query to get the list of name of employees begin with “A”)



From the Database Panel, select the object Queries & Select Create Query in Design View. Select 'Emp\_details\_Table' Add → Close → double click on the required fields.

**Step 8:** Against the criterion in the EMP\_NAME column-

- Enter the criteria LIKE 'A\*'
- Then press F5 or RUN Query button to display the result.
- Save the Query with name "Starting\_With\_A"

### **OUTPUT 1: Basic Pay >=60000**

	EMP_ID	EMP_NAME	EMP_SEX	EMP_BASICPAY
▷	101	NISHA	F	60000
	103	ROOPA	F	80000
+				

### **OUTPUT 2: NAME STARTING WITH 'A'**

	EMP_ID	EMP_NAME	EMP_SEX	EMP_BASICPAY
▷	100	ARUN	M	30000
	102	ANIL	M	40000
+				



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## QUESTION 22

### Title: PAYROLL PREPARATION IN LIBREOFFICE BASE

21.

a) Prepare a payroll of employees with the gross pay on the basis of the following database table.

EMP_ID	EMP_NAME	EMP_BASICPAY	DA	HRA
201	SUBHASH	40000		250
202	GEETHA	41500		250
203	SAJNA	48000		250
204	AKHIL	54000		250

DA : 20% of Basic Pay

b). Display the salary details of the employees whose names ending with 'A'.

## PROCEDURE

**Step 1 :** Open LibreOffice Base

Applications → Office → LibreOffice Base

**Step 2 :** Create New Database.

- Database Wizard → Create a new database → Next → Finish
- Save the new database with file name 'PAYROLL' and by selecting suitable location.

**Step 3: Create Table**

From the Database Panel, select Create Table in Design view.

Create the following Field Name with appropriate field Type as follows

	Field Name	Field Type
	EMP_ID	Text [ VARCHAR ]
	EMP_NAME	Text [ VARCHAR ]
	EMP_BASICPAY	Number [ NUMERIC ]
	HRA	Number [ NUMERIC ]

- Select and set EMP\_ID field as Primary Key
- Save the Table Design with a name 'Payroll\_Table'

**Step 4: (Enter data in the newly created Table)**

- Double click on the newly created table 'Payroll\_Table'
- Enter the details of all employees in the table as given in the question.
- Then close the window (X).

**Step 5: (Find out DA and GROSS PAY)**

- From the Database Panel, select the object Query.
- Select Create Query in Design View.
- A small window appears namely, Add Table or Query.
- Select the object Table and select 'Payroll\_Table' & add.
- Double click on the required fields here select EMP\_ID, EMP\_NAME, EMP\_BASICPAY & HRA

**Step 6:** In the next column, against the Field, enter the following formula to calculate 20% of Basic Pay as DA.

"EMP\_BASICPAY"\*20/100

**Step 7:** Against the 'Alias' in this column enter the term DA, to define the name of the field.

**Step 8:** In the next column, against the Field, enter the following formula to calculate GROSS SALARY of the employees.

"EMP\_BASICPAY"+"HRA"+ "EMP\_BASICPAY"\*20/100

**Step 9:** Against the 'Alias' in this column enter the term GROSS SALARY, to define the name of the field. It will be as follows

Field	EMP_NAME	EMP_BASICPAY	HRA	"EMP_BASICPAY" * 20 / 100	"EMP_BASICPAY" + "HRA" + "EMP_BASICPAY" * 20 / 100
Alias				DA	GROSS_SALARY
Table	Payroll_Table	Payroll_Table	Payroll_Table		
Sort					
Visible	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

**Step 10:** Then press F5 or "Run Query" button to display the result



- Save the query with name 'Payroll\_Query'

### **Step 11: (Design Query to get the list of name of employees ending with "A")**

- From the Database Panel, Click on the object Query
- Right click on already created Query and select 'Copy'
- Then again right click blank space under the heading Query and Paste the same.
- Give a suitable name , here 'Starting\_with\_A\_Query'

### **Step 12: Editing the Query**

- Right Click on 'Starting\_with\_A\_Query'
- Select Edit
- Against the criterion in the EMP NAME column, enter the criteria LIKE '\*A'
- Then press F5 or RUN Query button to display the result & save

### **OUTPUT 1: PAY ROLL**

EMP_ID	EMP_NAME	EMP_BASICPAY	HRA	DA	GROSS_SALARY
201	SUBHASH	40000	250	8000	48250
202	GEETHA	41500	250	8300	50050
203	SAJNA	48000	250	9600	57850
204	AKHIL	54000	250	10800	65050

### **OUTPUT 2: NAME OF EMPLOYEES ENDING WITH "A"**

	EMP_ID	EMP_NAME	EMP_BASICPAY	HRA	DA	GROSS_SALARY
▶	202	GEETHA	41500	250	8300	50050
	203	SAJNA	48000	250	9600	57850



## QUESTION 23

### Title: Data entry through FORM

22. Create a database table named TABLE\_EMPLOYEE and enter the following details using a form.

EMP_ID	EMP_NAME	BP	HRA
1001	MAJEED	10000	1500
1002	ABHILASH	20000	1500
1003	SUNIL	30000	1500

Also create a query to display EMP\_NAME and BP.

## PROCEDURE

**Step 1 :** Open LibreOffice Base

Applications → Office → LibreOffice Base

**Step 2 :** Create New Database.

- Database Wizard → Create a new database → Next → Finish
- Save the new database with file name 'CREATION\_OF\_FORM' and by selecting suitable location.

**Step 3: Create Table**

From the Database Panel, select Create Table in Design view.

Create the following Field Name with appropriate field Type as follows

Field Name	Field Type
EMP_ID	Text [ VARCHAR ]
EMP_NAME	Text [ VARCHAR ]
BP	Number [ NUMERIC ]
HRA	Number [ NUMERIC ]

- Select and set EMP\_ID field as Primary Key
- Save the Table with a name 'TABLE\_EMPLOYEE'
- Then Close the screen by click (X)

**Step 4: (Enter data in the newly created Table through FORM)**





- From the Database Panel, select the object Forms
- Select Use Wizard to create Form.
- Through the Form Wizard, Select 'TABLE\_EMPLOYEE'
- Add Available Fields to Fields in the Form.
- Select appropriate arrangement for the Main Form
- Select style of the Form
- Set name of the Form as 'FORM\_EMPLOYEE' and Finish.

### **Step 5:** Data entry to the Table through Form

EMP_ID	1001
EMP_NAME	MAJEED
BP	10000
HRA	1500

After entering all data, close the form (x)

### **Step 6 :** To show EMP NAME and BP

- From the Database Panel, select the object Query.
- Select Create Query in Design View.
- A small window appears namely, Add Table or Query.
- Select the object Table and select 'TABLE\_EMPLOYEE' & add.
- Double click on the required fields ,here select EMP\_NAME & BP

### **Step 7:** Then press F5 or “Run Query” button to display the result

- Save the query with name 'OUTPUT'

## **OUTPUT**

	EMP_NAME	BP
▶	MAJEED	10000
	ABHILASH	20000
	SUNIL	30000



## QUESTION 24

### Title: Relationship between tables

23. Create database tables named EMPLOYEE and PAY\_DETAILS with the following field names.

Table name	Fields
EMPLOYEE	EMP_ID, EMP_NAME, EMP_SEX
PAY_DETAILS	EMP_ID, BP, DA, HRA

Create relationship between these two tables.

## PROCEDURE

**Step 1 :** Open LibreOffice Base

Applications → Office → LibreOffice Base


**Step 2 :** Create New Database.

- Database Wizard → Create a new database → Next → Finish
- Save the new database with file name 'EMPLOYEE\_DATA' and by selecting suitable location.
- 

**Step 3: Create TWO Tables- EMPLOYEE & PAY\_DETAILS**

From the Database Panel, select Create Table in Design view.

- Create the EMPLOYEE\_TABLE as follows

	Field Name	Field Type
	EMP_ID	Text [ VARCHAR ]
	EMP_NAME	Text [ VARCHAR ]
	EMP_SEX	Text [ VARCHAR ]

- Set EMP ID as Primary Key.
- Save Table-1 by click on the save button and give the name 'EMPLOYEE\_TABLE'
- Then Close the screen by click (X)



#### **Step 4:** Create PAY\_DETAILS\_TABLE as follows

Field Name	Field Type
EMP_ID	Text [ VARCHAR ]
BP	Number [ NUMERIC ]
DA	Number [ NUMERIC ]
HRA	Number [ NUMERIC ]

- Set EMP ID as Primary Key.
  - Save Table-1 by click on the save button and give the name 'PAY\_DETAILS\_TABLE'
- Then Close the screen by click (X)

#### **Step 5:** Create Relationship between Tables

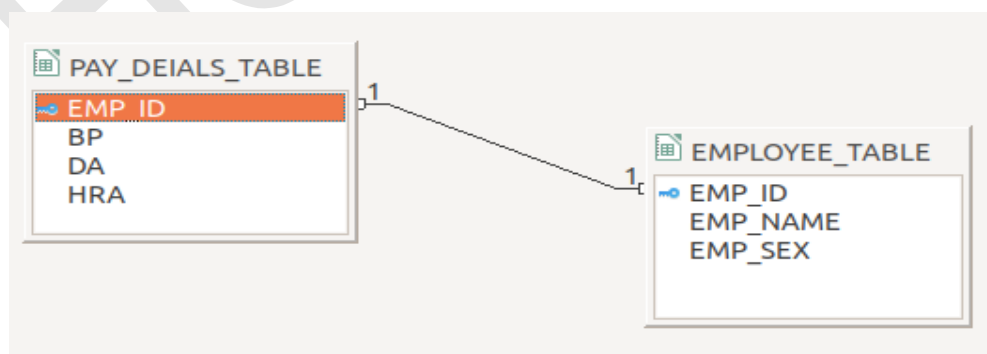
Click Tools Menu → Relationships

- ADD TABLES dialogue window appears.
- Select the table EMPLOYEE\_TABLE and click on Add button.
- Select the table 'PAY\_DETAILS\_TABLE' & click on Add button.

#### **Step 6:** Connecting tables

- In the Relation Design window Click on Emp\_ID field of one table and drag and drop on to the Emp\_ID field of other table.
- A connecting line between these two fields is formed.
- Click on save button to save the relationship and close the window.

### **OUTPUT**





## QUESTION 25

### Title: PREPARATION OF REPORT

24. Create STUDENT table in database with the following fields.

Field name	Data type	Field width
STUD_NO	Text	5
STUD_NAME	Text	25
SEX	Text	1
PLACE	Text	20
CLASS	Text	10

(Hint: Classes are Science, Commerce and Humanities)

- Enter six records with imaginary details
- Prepare of report of students from Commerce Class.

## PROCEDURE

**Step 1 :** Open LibreOffice Base

Applications → Office → LibreOffice Base

**Step 2 :** Create New Database.

- Database Wizard → Create a new database → Next → Finish
- Save the new database with file name 'STUDENTS\_DATA' and by selecting suitable location.

**Step 3: Create Table**

From the Database Panel, select Create Table in Design view.

Create the following Field Name with appropriate field Type as follows

Field Name	Field Type	Field Width(Length)
STUD NO	TEXT(VARCHAR)	5
STUD NAME	TEXT(VARCHAR)	25
SEX	TEXT(VARCHAR)	1
PLACE	TEXT(VARCHAR)	20
CLASS	TEXT(VARCHAR)	10

- Set field length as given in the question by entering value in Length Column under each field name
- Select and set STUD\_NO field as Primary Key



- Save the Table with name 'STUDENT\_TABLE'

**Step 4:** Enter six records with imaginary details in 'STUDENT\_TABLE'

	STUD_NO	STUD_NAME	SEX	PLACE	CLASS
▶	1	ALTHAF ALI	M	PERLA	COMMERCE
	2	DIYA	F	KATUKUKKE	SCIENCE
	3	MAHESH	M	BADIADKA	HUMANITIES
	4	NAVYASHREE	F	KALIKKADAVU	COMMERCE
	5	RAKSHA	F	BADIADKA	SCIENCE
	6	SHRAVAN	M	PILICODE	COMMERCE

- Then Close the screen by click (X)

**Step 5:** Create list of COMMERCE students using Query

- Queries → Create Query in design view → Select the table → Add
- Double click all the required fields.
- In the Criterion field of the CLASS, enter the text 'COMMERCE' to display only Commerce Students.

Field	STUD_NO	STUD_NAME	SEX	PLACE	CLASS
Alias					
Table	STUDENT_TABLE	STUDENT_TABLE	STUDENT_TABLE	STUDENT_TABLE	STUDENT_TABLE
Sort					
Visible	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Function					
Criterion					'COMMERCE'

- Press F5 key or Run Query button to display the result
- Save the Query with a file name 'QUERY\_COMMERCE'

**Step 6 :** Create Report

- From the Database Panel, select the object Report
- Use Wizard to Create Report.
- Under field selection, Select 'QUERY\_COMMERCE'
- Add All button (>>) to add all fields in report.
- Click Next for all items ,Make changes if necessary
- Save report by giving name 'REPORT\_COMMERCE'



- Click finish button.

## **OUTPUT**

STUD_NO	STUD_NAME	SEX	PLACE	CLASS
1	ALTHAF ALI	M	PERLA	COMMERCE
4	NAVYASHREE	F	KALIKKADAVU	COMMERCE
6	SHRAVAN	M	PILICODE	COMMERCE



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