CASE STUDIES

1.Case study:

Write a programme to prepare a Work Book for employee details with Employee No. , Name, Basic salary, HRA, CA, DA, EPF, Net salary and with if condition and different formulas in MS-Excel.

PROCEDURE:

- Open Microsoft Excel
- A1 cell title Employee Name
- B1 cell title Basic Pay
- C1 cell title Dearness Allowance
- D1 cell title House Rent Allowance
- E1 cell title Conveyance Allowance
- F1 cell title Employee provident fund@12%
- G1 cell title Total earnings
- H1 cell title Total deductions
- I1 cell title Net amount

NOTE:

- **Dearness Allowance= 10% on Basic pay**
- **Conveyance Allowance= 5% on Basic pay**
- **House rent allowance= 30% on Basic pay**
- **Total earnings= Basic pay + dearness allowance+ conveyance allowance+ house rent allowance**
- **EPF= 12% on basic pay**
- **Net amount= Total earnings – total deductions**

OUTPUT:

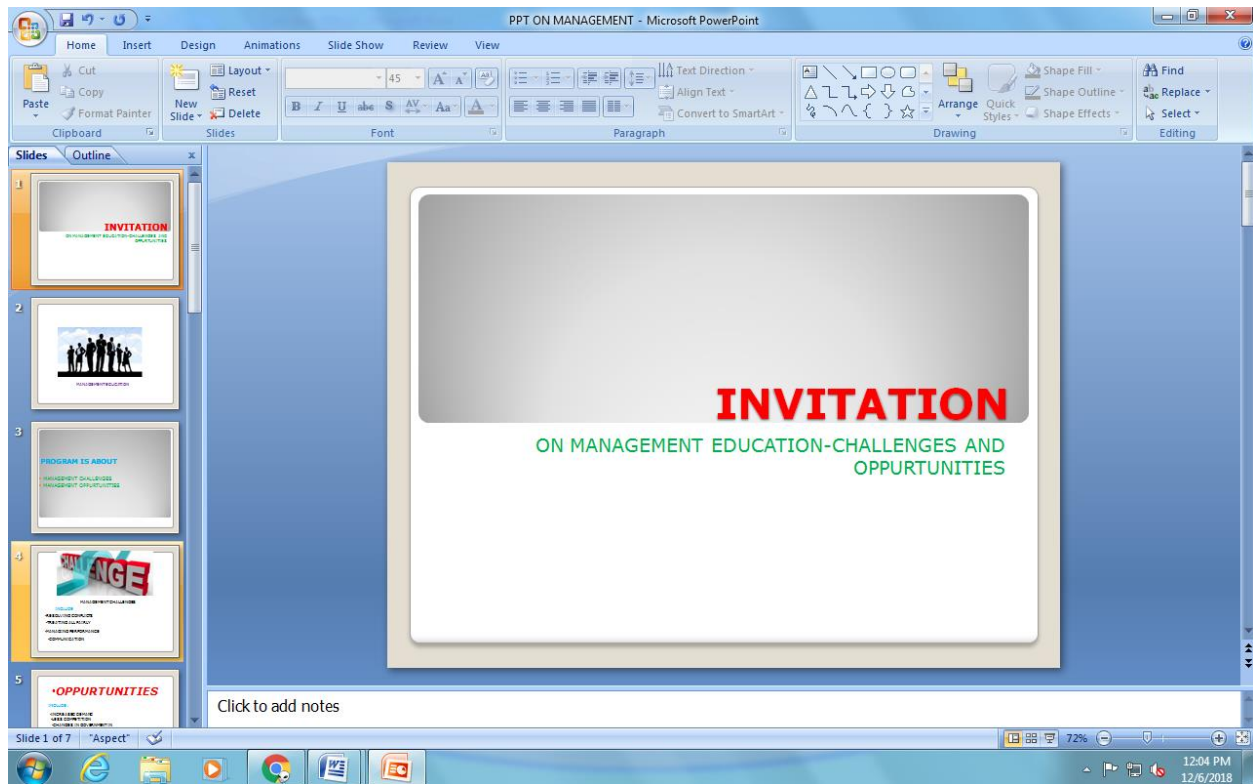| EMPLOYEE NAME	BASIC PAY	DA	HRA	CONVEYANCE ALLOWANCE	EPF@12%	TOTAL EARNINGS	TOTAL DEDUCTION	NET AMT
Meena	10000	1000	3000	500	1200	14500	1350	13150
Yamini	12500	1250	3750	625	1500	18125	1700	16425
Ramesh	15000	1500	4500	750	1800	21750	2000	18750

2.Case study:

Assume that your University is organizing a programme on 'Management Education: Challenge and opportunities' for management students. Prepare a presentation that lists the programme, presentation should contain appropriate clipart. Also format the presentation (bold, italics, font size, font colour) wherever necessary, create the presentation using templates.
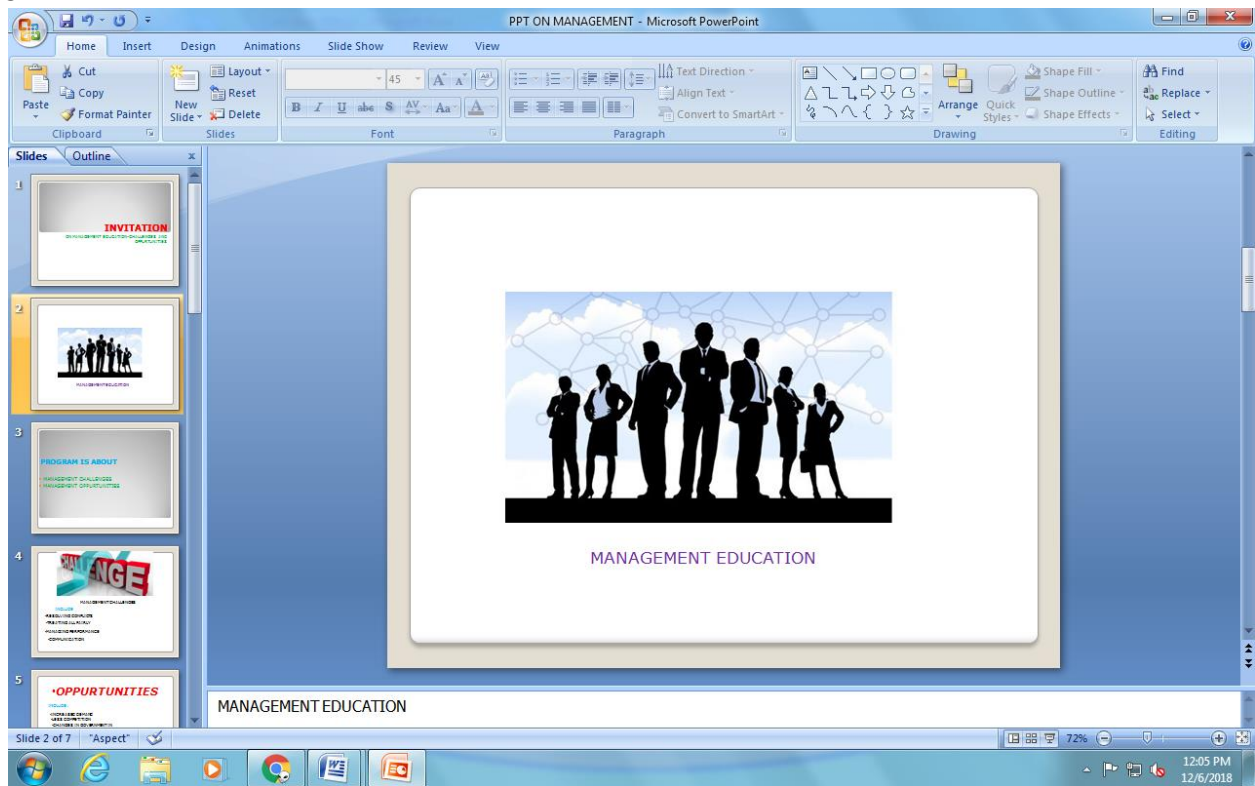
Create a slide that shows the time schedule, name of the University, place of the University, topic, name of the person, time allocated etc., for the presentation.
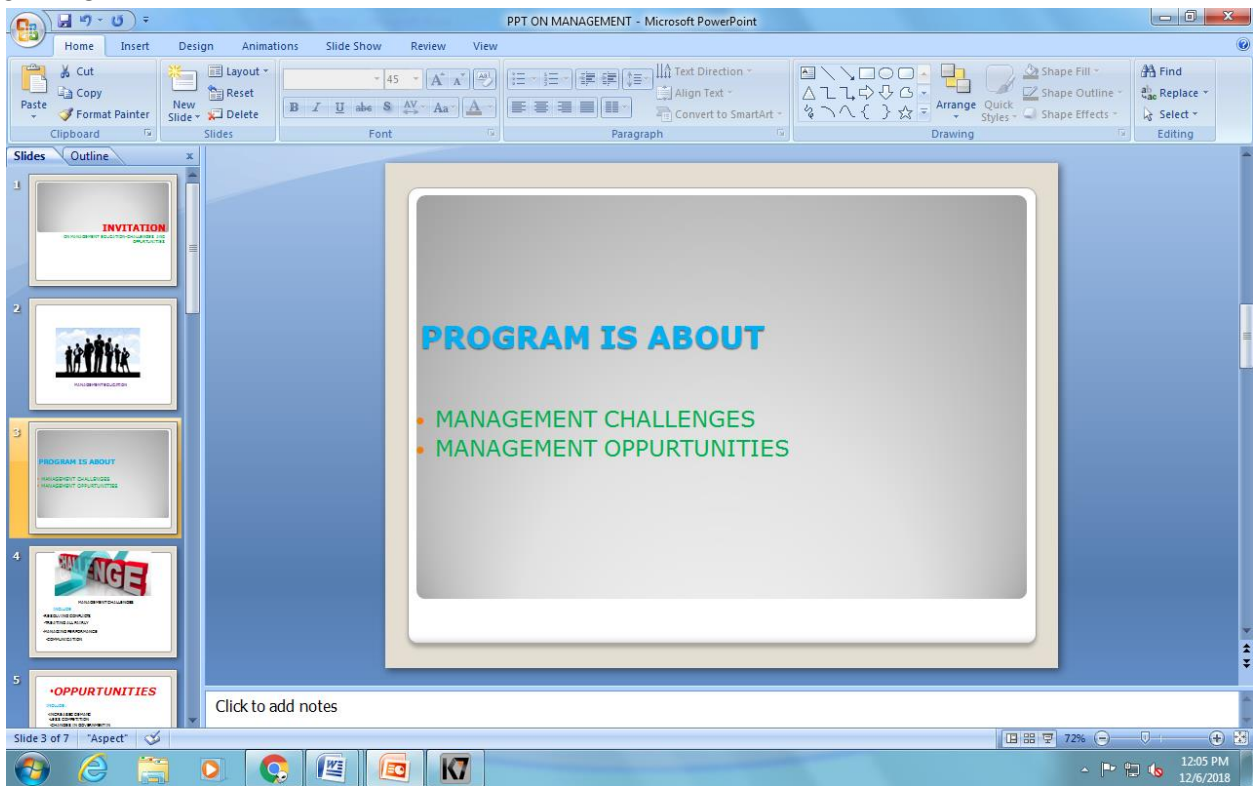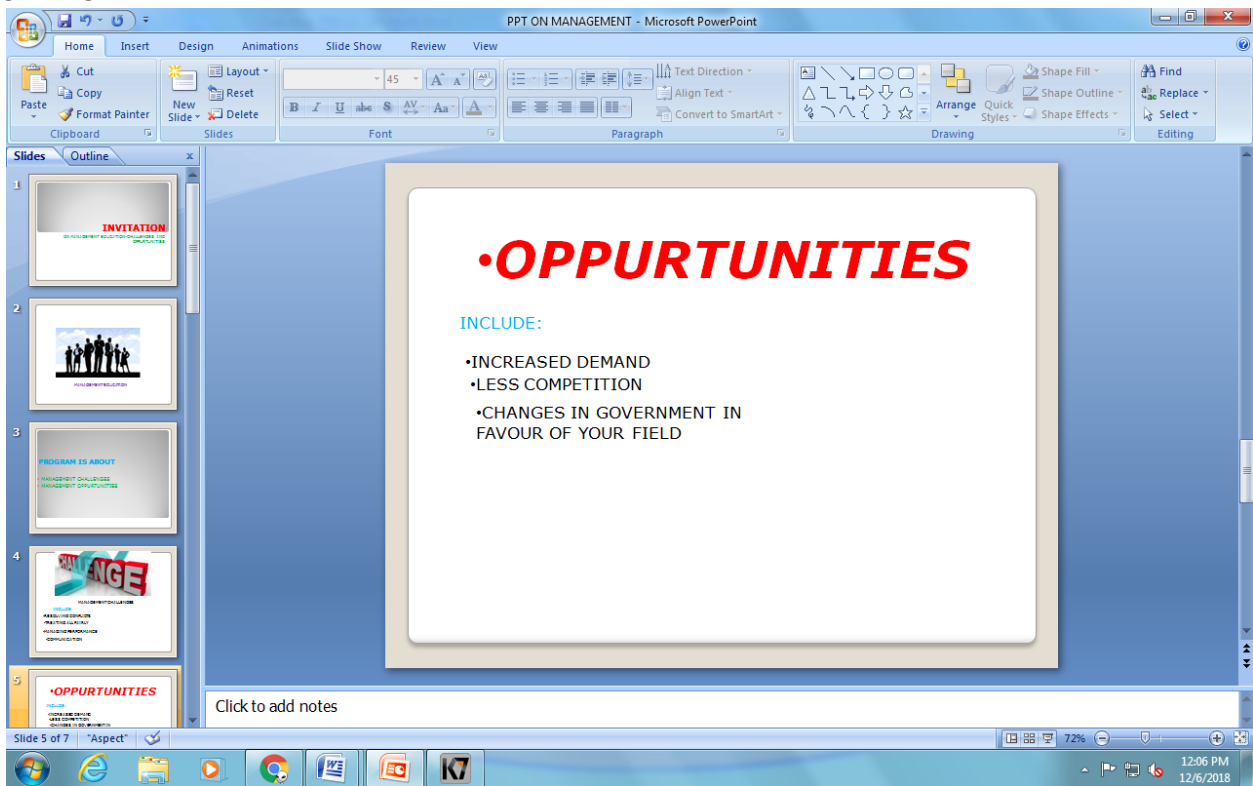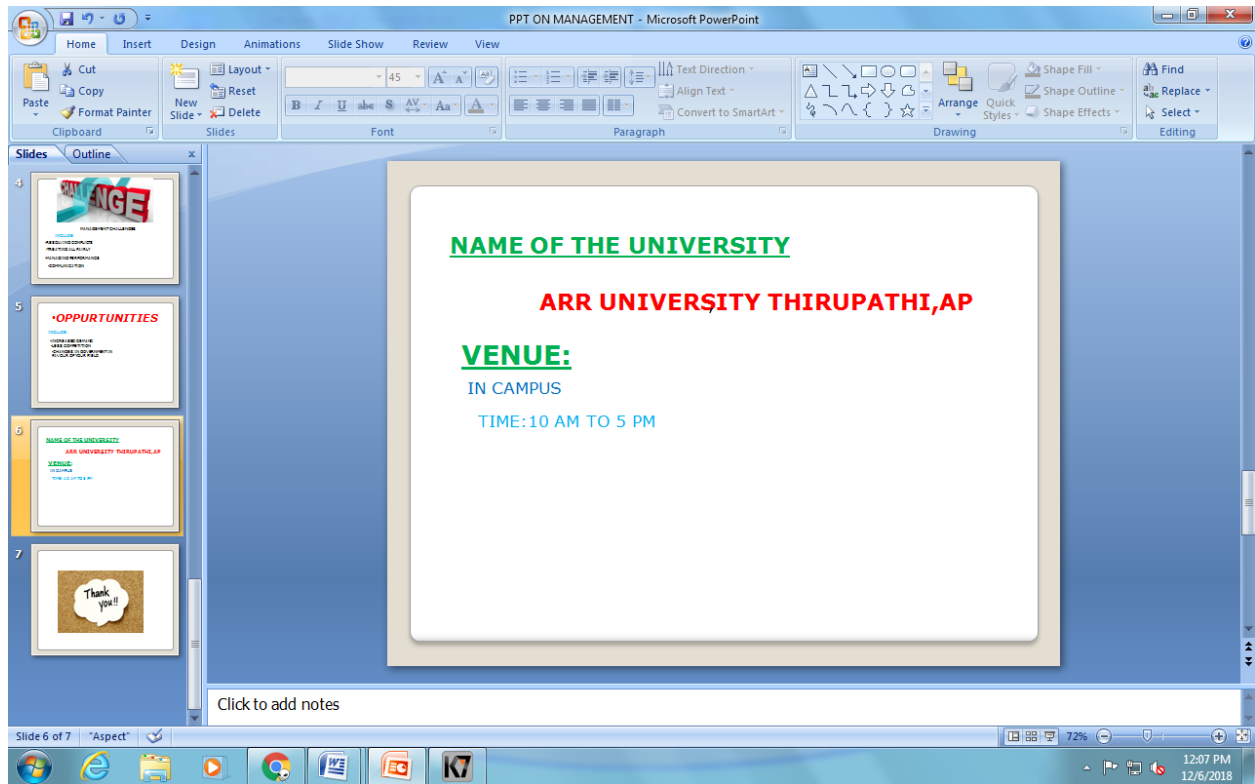
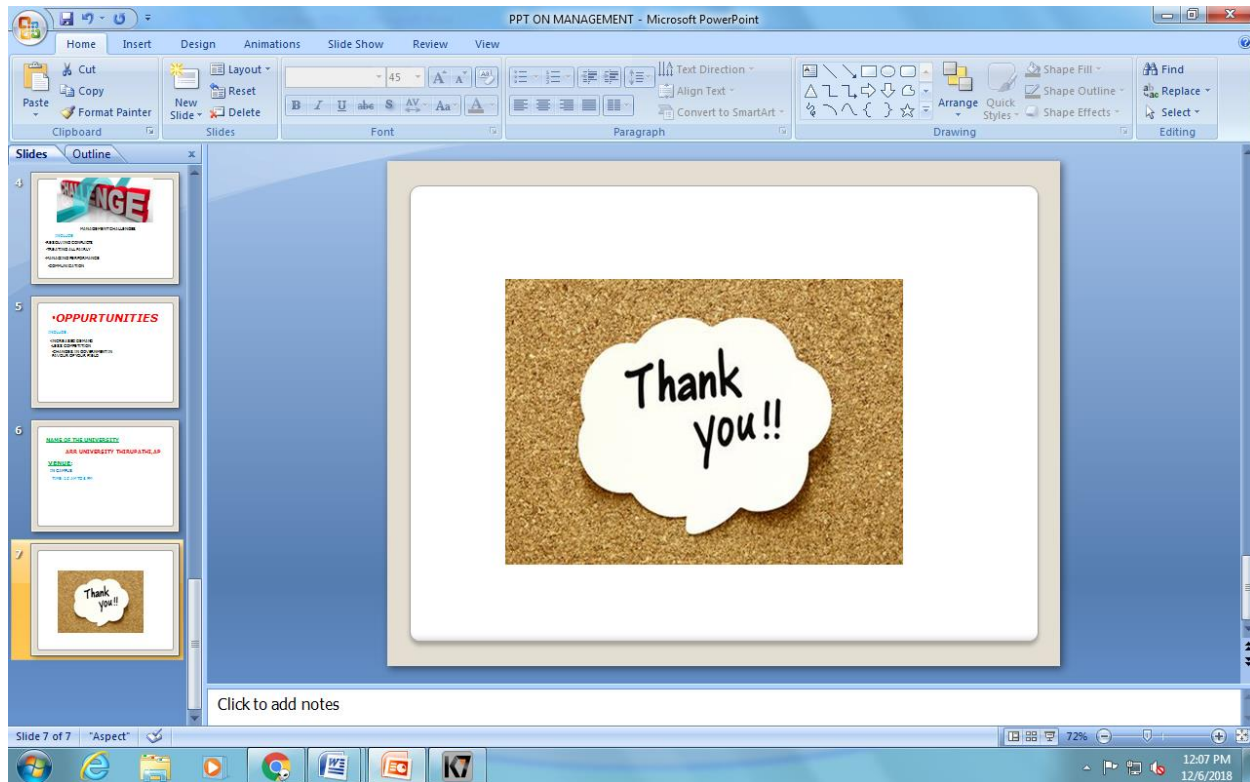## OUTPUT:

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3. CASE STUDY:

CASE STUDY ON MAILMERGE:

Create a letter for inviting all 5 individuals of an organization for a general meeting using Mail Merge.

PROCEDURE:

STEP-1: Open Microsoft Word

STEP-2: Click on Mailings Tab- Click Start Mail merge - Click Step By Step Mail merge Wizard

STEP-3: Select Document Type as Letters from Mail merge Task pane- Click Next, Starting Document

STEP-4: Select Use the current document from Mail merge Task pane – Click Next, Select Recipients

STEP-5: Select Type a new list- Click on CREATE option (New address list dialogue box appears)

STEP-6: Click on Customize columns Button, (Customize Address list dialogue box appears)

STEP-7: Select the field names which we doesn't needs towards address and Click on Delete button- Click on YES

STEP-8: Select the Field names which we needs to rename click on Rename button- click on OK

STEP-9: Enter the Address Details and click on OK

STEP-10: Save Address list appears enter the name and click on save button

STEP-11: Click on write your letter(design your letter structure in current document)

STEP-12: Place the pointer(cursor) at To address location click on Address block- select the style and click OK

STEP-13: Click on preview your letter to get the preview of your letter with addresses

STEP-14: Click on complete the merge – click on Edit individual letters- select all option – click on ok.

OUTPUT:

On 24-12-2018, our organization will going to conduct a general meeting regarding changes in customer's demands, competition and so on.

FROM,
GENERAL MANAGER,
ABC ORGANIZATION,
HYDERABAD.

AAA
333010-KJJKL
SR STREET
VIJAG, AP

On 24-12-2018, our organization will going to conduct a general meeting regarding changes in customer's demands, competition and so on.

<div align="right">

FROM,
GENERAL MANAGER,
ABC ORGANIZATION,
HYDERABAD.

</div>

AAB
875/120,
DA AREWA,
HYD - TELANGANA
INDIA

On 24-12-2018, our organization will going to conduct a general meeting regarding changes in customer's demands, competition and so on.

FROM,
 GENERAL MANAGER,
 ABC ORGANIZATION,
 HYDERABAD.

   AAC
252/44,
GH MART,
KADAPA - AP
INDIA

On 24-12-2018, our organization will going to conduct a general meeting regarding changes in customer's demands, competition and so on.

<div align="right">

FROM,
GENERAL MANAGER,
 ABC ORGANIZATION,
 HYDERABAD.

</div>

AAD
1458-14,
HG AREA,
THIRUPATI - AP
INDIA

On 24-12-2018, our organization will going to conduct a general meeting regarding changes in customer's demands, competition and so on.

<div align="right">

FROM,
GENERAL MANAGER,
ABC ORGANIZATION,
HYDERABAD.

</div>

AAE
234/14,
POLICE GROUNDS,
RAYACHOTI - AP
IND

CASE STUDY-4:

Creating a business visiting card in MS- WORD.

PROCEDURE:

1. Click the "File" menu and select "New". You'll be creating a new document from a business card template. This will allow you to quickly make a lot of professional-looking cards at once.

2. Search for business card templates. Use the search field in the new document creation window to search for "business card". This will bring up a variety of free templates that you can use for business cards. There are templates for horizontal and vertical cards

3. Select a template that you want to use. You'll be able to change any element of the template you'd like, including color, images, font, and layout. Pick the template that most closely matches the vision of your business card in your head. Click the "Create" or "Download" button to open the template in Word

4. Fill out the information fields in the first card.

5. Change the format of any elements. You can select any of the text on the business card and change the format. You can switch fonts, change colors and size, and more, just like you would regular text.

6. Replace the logo (if necessary).

7. Proofread the cards. Make absolutely sure that your business cards do not have any typos or other mistakes. Your business card is one of the first impressions people will have of you, so you don't want to start off on the wrong foot.

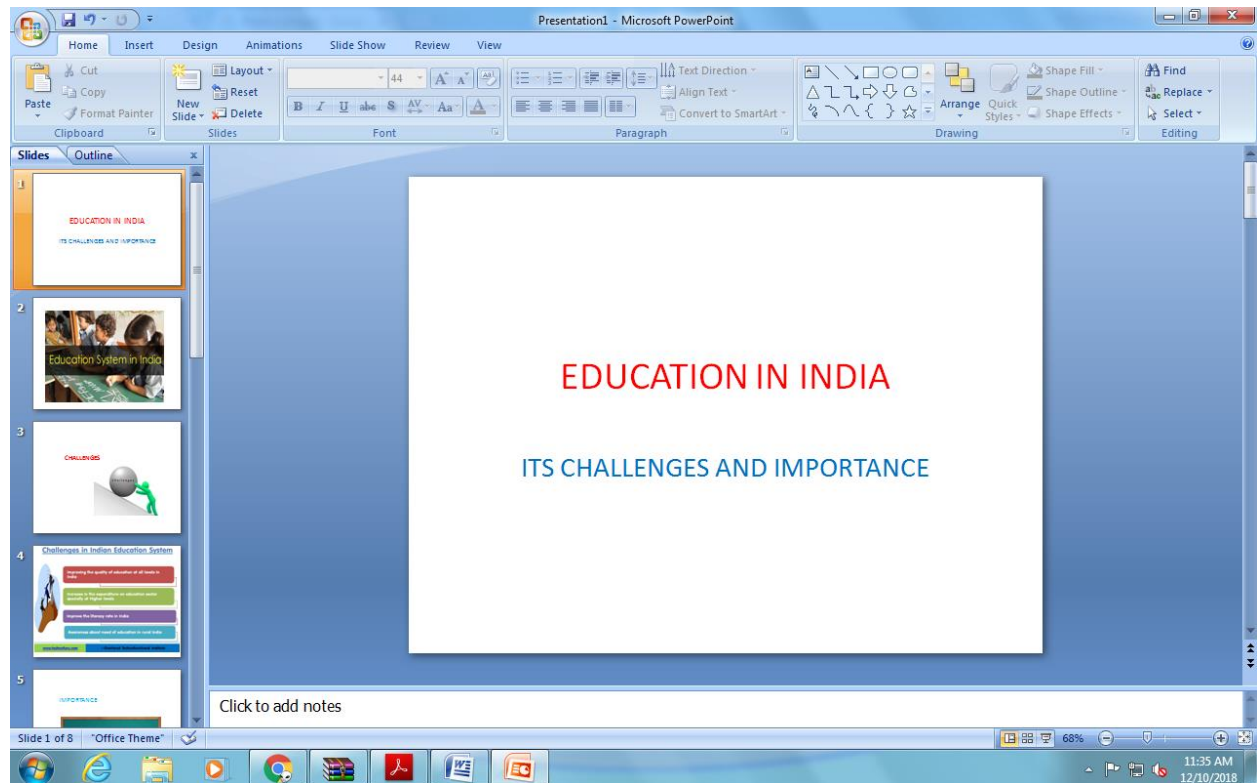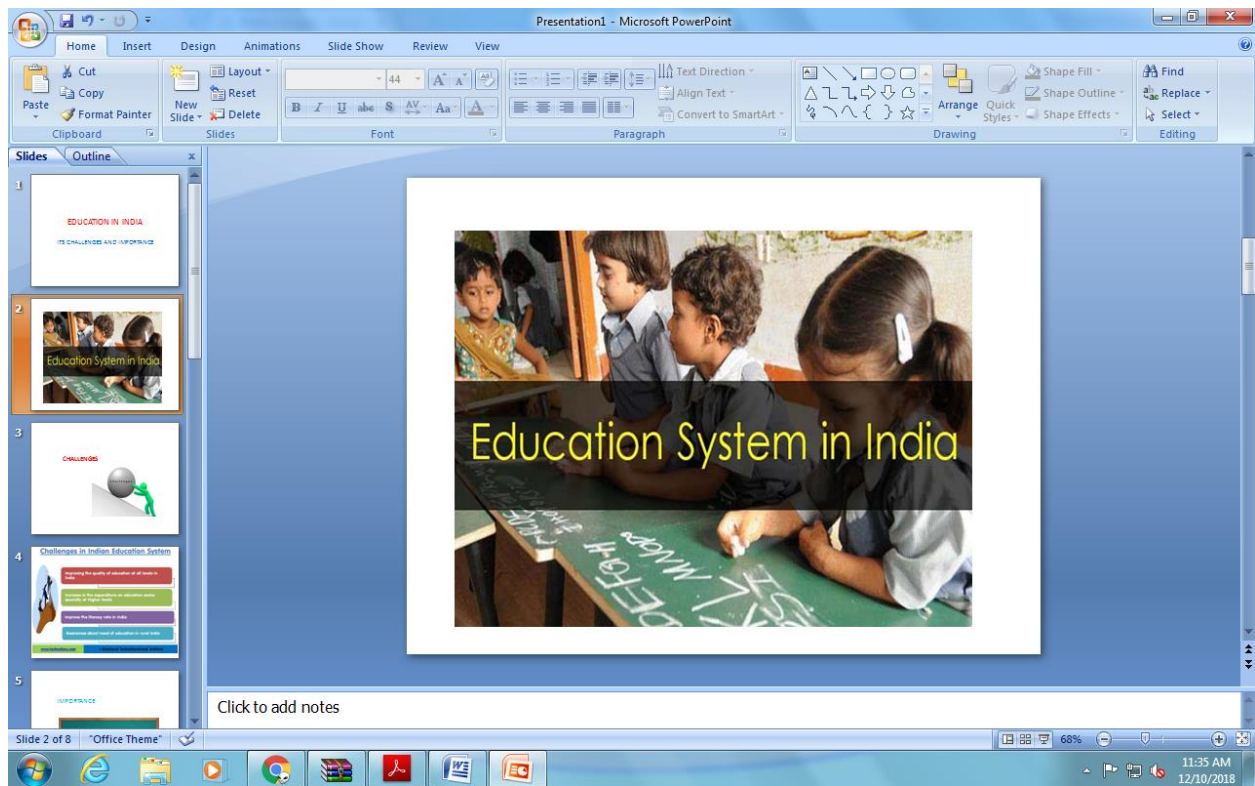**8.** Print the cards on stock, or send the file to a printer.

OUTPUT:

ABC PRIVATE SOLUTIONS

356-112/10,

OPP- BANJARA HILLS, HYDERABAD.

ANDHRA PRADESH, INDIA

MOBILE-955876213

Case study-5:
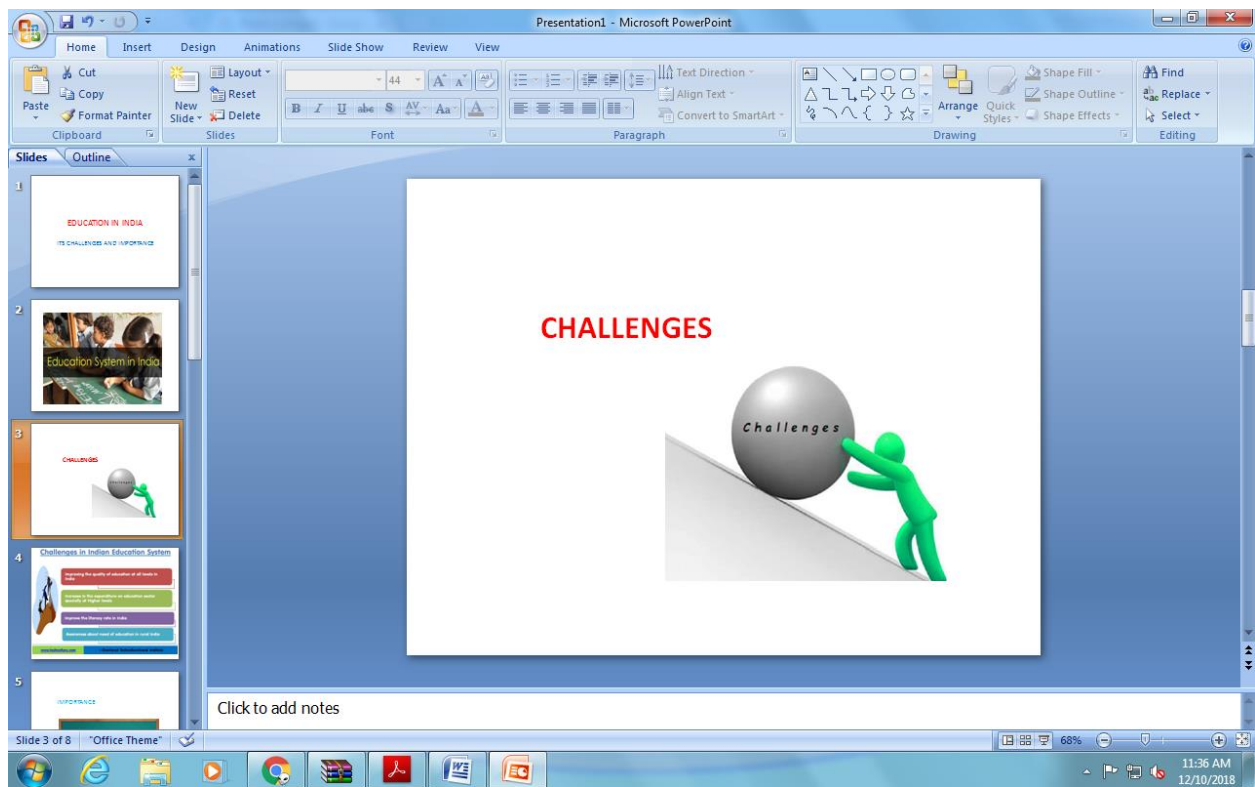
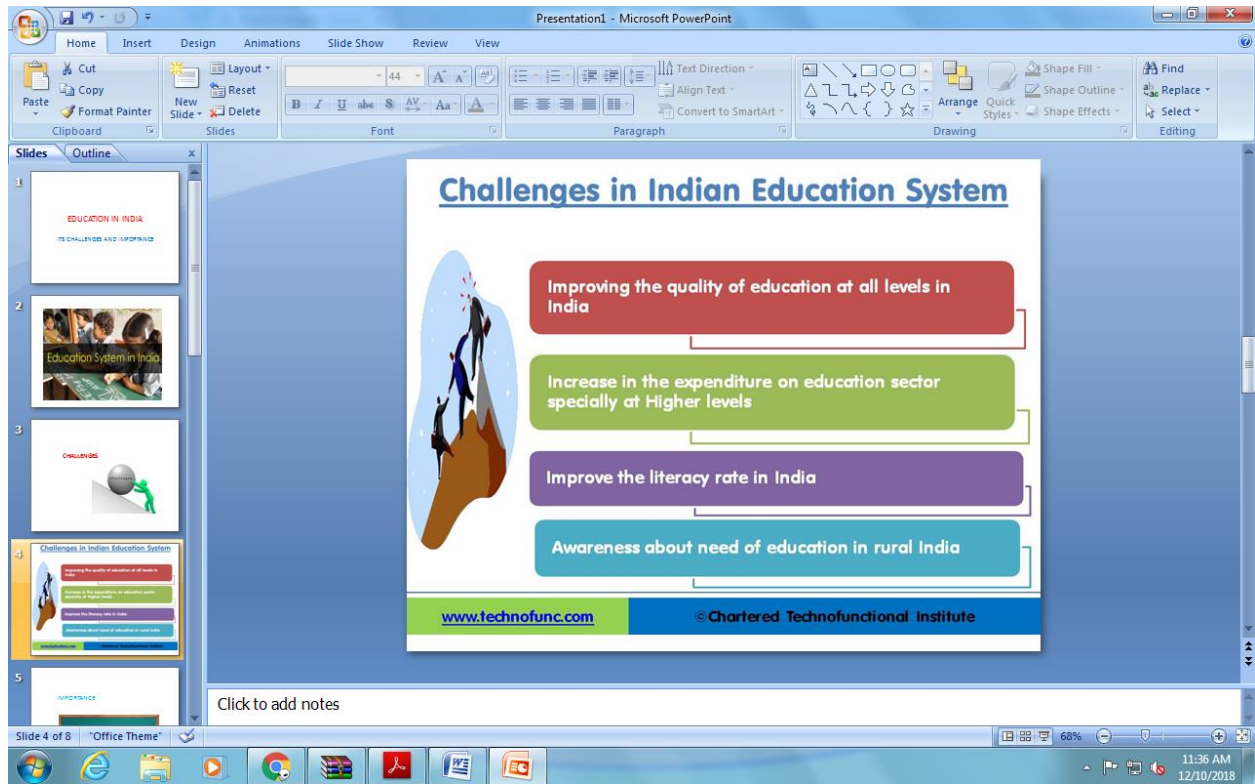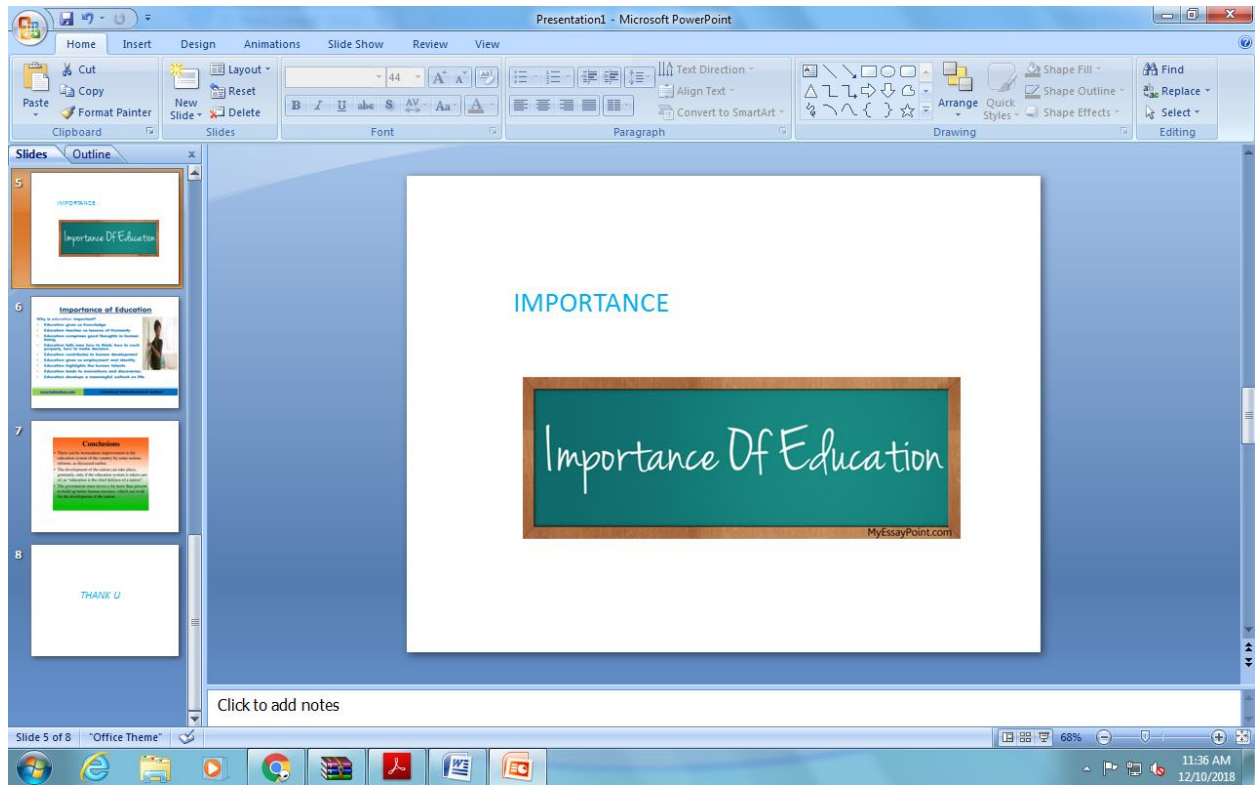Prepare a presentation on education in Indi in MS-power point.
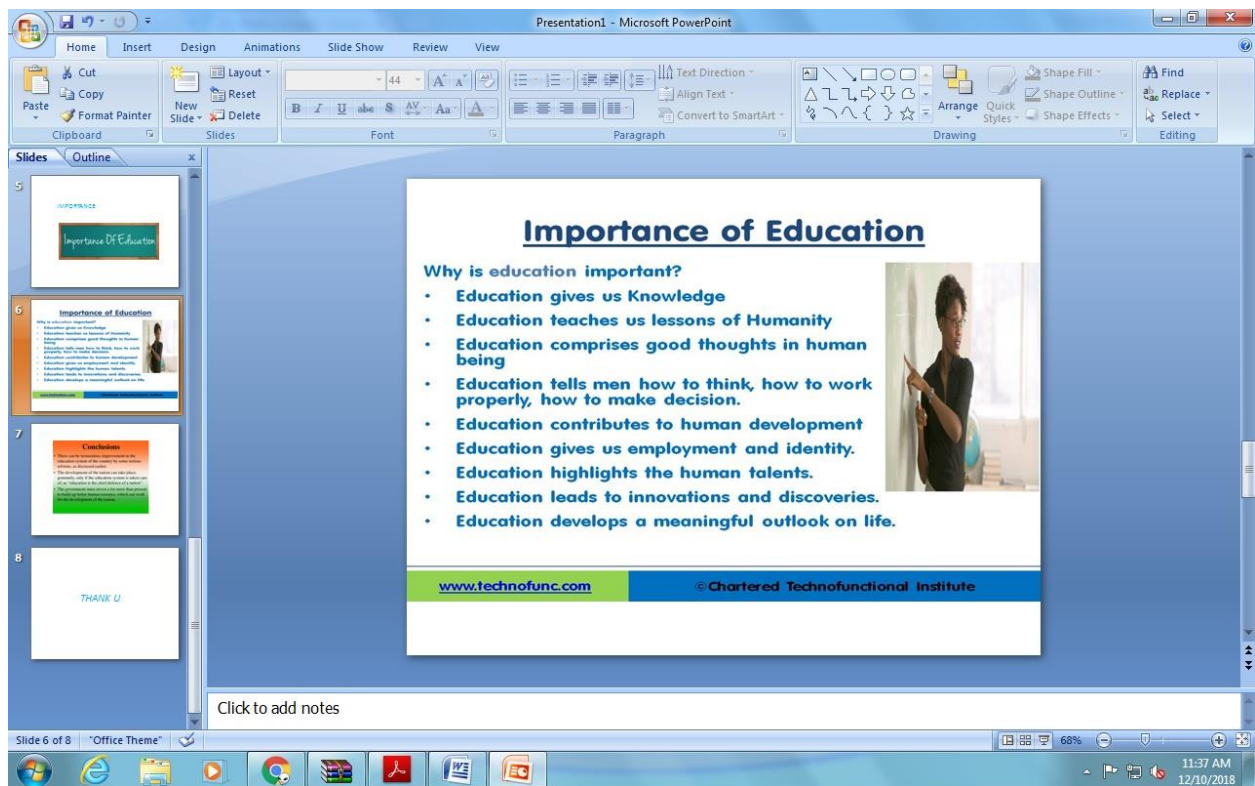
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