

Information Technology Practicals related General Instructions

There are in all 20 Practical Experiments in all three streams.

SCIENCE	COMMERCE	ARTS
<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> 1 Group A Science, Commerce and Arts 9 </div> <div style="border: 1px solid black; padding: 5px; min-height: 100px;"> Group B Science 18 </div>	<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> 1 Group A Science, Commerce and Arts 9 </div> <div style="border: 1px solid black; padding: 5px; min-height: 100px;"> Group B Commerce 18 </div>	<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> 1 Group A Science, Commerce and Arts 9 </div> <div style="border: 1px solid black; padding: 5px; min-height: 100px;"> Group B Arts 18 </div>

Distribution

Practical numbers 1 to 9 are common for Arts, Science and Commerce Streams. These 9 Practicals form **Group A for Arts, Commerce and Science**.

Practical numbers 10 to 20 are different for Arts, Science and Commerce Streams. These 11 Practicals independently form **Group B for Science, Group B for Arts and Group B for Commerce**.

Journal

The Journal has to be in form of a file. The journal will include either

- Hardcopies or print-outs of the code or document or presentation etc. depending upon the specific requirement of the particular practical performed.

OR

- Handwritten code/reports written by the students depending upon the specific requirement of the particular practical performed.

OR

- **BOTH** depending upon the specific requirement of the particular practical performed.

Besides this, the Journal will have an Index Sheet and a Certificate Page.

Every student must perform and document in the Journal a minimum of at least 12 practicals; considering a minimum of 6 experiments from Group A and 6 a minimum of 6 experiments from Group B. A performance of 8 or more experiments per Group is recommended.

Most practicals have two different experiments having the same number listed. If any student has entered two different experiments having the same number in the Journal, then the same shouldn't be counted as two separate experiments for the sake of counting the minimum requirement. It must be considered as a single experiment.

Practical Examination

The Final Practical Examination will be for 20 marks. Every student will have to perform **TWO** experiments; one from Group A and the other from Group B. Each experiment will carry 9 marks and the Journal will carry 2 marks. The total time given for an experiment including performance time is 1½ hour. Candidates are expected to finish 2 experiments in 3 hours without any in-between break. A hardcopy (print-out) of the code is necessary. Additional time may be granted to candidates in situations where a resource such as a printer has to be shared and used.

At the time of examination, the Practical slips must **not** be attached beforehand to the answer sheets. Instead, examiners must first write the experiment number and heading on the answer paper, make the student pick up any answer sheet without seeing the experiment number and heading, make the student write his/her roll number there itself and finally hand over the corresponding slips to candidates only after all candidates have selected the answer papers.

General

Students must **not** be allowed to use any HTML Editor such as Expression Web/FrontPage or Dreamweaver in order to create the Web Pages during the regular Practical or Practical Exam. Web Pages as well as code have to be created in a Text Editor such as Notepad only.

Std. XII Information Technology Practical Experiments

Group A Experiments common for Science(97), Arts(98) and Commerce(99)

1. Creation of a Website
2. Creation of a Website with Frames and CSS
3. Hyperlinks on a Web Page using Client Side Image Mapping
4. Hyperlinks on a Web Page using Server Side Image Mapping
5. Use of Audio and Animation on Web Pages
6. Use of Video on Web Pages
7. Creation and Publishing a Website using FTP
8. Cross Browser Testing and Differences in Rendering
9. Use of an Embedded Indian Font on a Web Page

Group B Experiments for Commerce (99)

10. Conversion between Audio File Formats
11. Image Conversion between Image file formats
12. Conversion between Video file formats
13. Creation of a database with a simple Query using Access
14. Application of 'Compact' Utility to an Access Database and study and analysis of original and compacted database
15. Creation of Groups using Tally
16. Creation of Ledger using Tally
17. Creation of Purchase Order using Tally
18. Creation of Sales Order using Tally
19. Creation of an Invoice using Tally
20. Creation of a Company using Tally

**Maharashtra State Board of Secondary and Higher Secondary
Education, Pune 411005
Practical Slips for Std. XII Arts, Science and Commerce
Subject: Information Technology
Group A Arts, Science and Commerce Slips**

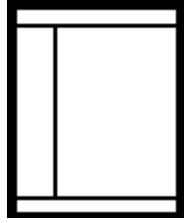
Experiment 1 Creation of a Website	
<p>Create a website using HTML. Write code for 3 separate pages having different filenames. Use any theme such College Profile, Company Profile, or Maharashtra State Profile. Each page must contain a hyperlink to the other two pages. All pages must have different backgrounds (colors or images) and different Titles.</p> <p>Name the first page as "Index.htm". This page must contain general information about the theme chosen and must have a heading in the largest possible size. This page must also display at least one image which must have alternate text as well as must act as a hyperlink to another page. This page should also contain any 3 physical style tags.</p> <p>The second page must contain a tiled background image and must contain a table having a border and a background color with at least 4 columns, 5 rows, merged at 2 different positions. This page must also contain an URL to at least one e-mail address.</p> <p>The last page must be a Feedback Form containing any 4 controls among Textbox, Checkbox, Radio, Drop Down List and Button.</p>	
Get the handwritten HTML codes of all the pages checked and corrected from the examiner before using a computer.	(4)
Create the Web Pages without using any pre-existing Web Pages or code. Save the files and execute the same. Demonstrate proper functioning of the same to the Examiner.	(3)
Obtain a hardcopy of the HTML codes of all the pages.	(2)

OR

Experiment 1 Creation of a Website	
<p>Create a website based on the theme of "Save the Earth's Environment" using HTML. Write code for 3 separate pages having different filenames based on this theme. All pages must have different background colours and different Titles.</p> <p>The first page must contain a hyperlink to the other two pages in such a way that when a hyperlink on the same is clicked, the corresponding page must open in a new window without changing the content of the source web page.</p> <p>Name the first page as "Index.htm". This page must contain general information about the theme chosen and must have a heading in the largest possible size. This page must also display at least one image which must have alternate text as well as must act as a hyperlink to another page. This page should also contain any 3 physical style tags.</p> <p>The second page must enlist factors responsible for environmental damage, types of pollution etc in an Ordered List nested within an Unordered List with at least five points. The page must also have a marquee with Background color scrolling from left to right carrying the theme name.</p> <p>The last page should be a Member Registration Form having a Text Area form control With any other three different types of Form controls from the following; Textbox, Radio, Drop Down List and Button.</p>	
Get the handwritten HTML codes of all the pages checked and corrected from the examiner before using a computer.	(4)
Create the Web Pages without using any pre-existing Web Pages or code. Save the files and execute the same. Demonstrate proper functioning of the same to the Examiner.	(3)
Obtain a hardcopy of the HTML codes of all the pages.	(2)

Experiment 2 Creation of a Website with Frames and CSS

Create a web page in HTML containing 4 frames approximately having a layout as shown in the adjoining figure. Name this file as "Index.htm". When the "Index.htm" page is called through a web browser, the page should be displayed with frames. The frames should display contents of 4 different HTML pages. The top and bottom frames should always display the contents of two web pages "Top.htm" and "Bottom.htm" respectively. The left pane should always display the contents of a web page named "Left.htm" and right pane by default, should display contents of a web page named "Right.htm".



The Left.htm page must contain 2 hyperlinks; the first hyperlink must be to the Right1.htm page, the second one to a page called as Right2.htm. **Note that when these hyperlinks from the "Left.htm" are used or clicked from the "Index.htm" page, only the contents of the Right Frame must change to display the appropriate Web page. The contents of no other page must change.**

All six pages must have a different title and all the pages excluding "Index.htm" must have a different background color. Make use of Internal CSS code on **Left.htm, Right1.htm, Right2.htm** having at least **three different selectors with minimum three properties for each selector** with respect to use of various fonts, colors, sizes and text highlighting. Do not make use of external class files. The entire presentation may be based on a suitable theme.

Get the handwritten HTML codes of the "Index.htm", "Left.htm", "Right1.htm", "Right2.htm" page checked and corrected from the examiner before using a computer. (4)

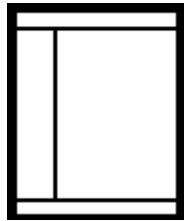
Create all the Web Pages without using any pre-existing Web Pages or code. Save the files and execute the same. Demonstrate proper functioning of the same to the Examiner. (3)

Obtain a hardcopy of the HTML codes of the Index.htm and the Left.htm pages. (2)

OR

Experiment 2 Creation of a Website with Frames and CSS

Create a web page in HTML containing 4 frames approximately having a layout as shown in the adjoining figure. Name this file as "Index.htm". When the "Index.htm" page is called through a web browser, the page should be displayed with frames. The frames should display contents of 4 different HTML pages. The top and bottom frames should always display the contents of two web pages "Top.htm" and "Bottom.htm" respectively. The left pane should always display the contents of a web page named "Left.htm" and right pane by default, should display contents of a web page named "Right.htm".



The Left.htm page must contain 2 hyperlinks; the first hyperlink must be to the Right1.htm page, the second one to a page called as Right2.htm. **Note that when these hyperlinks from the "Left.htm" are used or clicked from the "Index.htm" page, only the contents of the Right Frame must change to display the appropriate Web page. The contents of no other page must change.**

All six pages must have a different title and all the pages excluding "Index.htm" must have a different background color.

Create 2 different **external** CSS Code Files one for "Left.html" and other for "Right1.htm", "Right2.htm" having at least **three different selectors with minimum three properties** for each selector with respect to use of various fonts, colors, sizes and text highlighting.

Get the handwritten HTML codes of the "Index.htm", "Left.htm", and both CSS codes checked and corrected from the examiner before using a computer. (4)

Enter the codes without referring to any pre-existing Web Pages or code. Save the files and execute the same. Demonstrate proper functioning of the same to the examiner. (3)

Obtain a hardcopy of the HTML codes of the Index.htm, Left.htm and both external CSS Code pages. (2)

Experiment 3 Hyperlinks on a Web Page using Client Side Image Mapping

Create a web page, which uses a JPEG or GIF image on the same. Students should use the available image present in the computer. Create at least 3 three different shapes such as rectangle, circle and polygon which should not overlap. Make use of client-side internal mapping where the **hotspots coordinates** should be **noted** using the Ms-Windows imaging application **Paint**. All hyperlinks used in the map code however should be to different URLs, and should be functional on the World Wide Web. **Do not create URLs to local Web Pages and do not create target web pages.**

Get the handwritten HTML code checked and corrected from the examiner before using a computer. (4)

Create the Web Page without using any pre-existing Web Pages or code. Save the files and execute the same. Demonstrate proper functioning of the same to the Examiner. (3)

Obtain a hardcopy of the HTML code of the Web Page. (2)

Note:

Shapes should not be drawn on the image while noting coordinates.

Shapes should not go outside the boundaries of the image used.

Experiment 4 Hyperlinks on a Web Page using Server Side Image Mapping

Create a web page which uses a JPEG or GIF image on the same. Students should use the available image present in the computer. Create at least 3 three different shapes such as rectangle, circle and polygon should not overlap. Make use of a Server-side external image map where the map file is stored on a web server **and the hotspots coordinates** should be **noted** using the Ms-Windows imaging application **Paint**. All hyperlinks used in the map code however should be to different URLs, and should be functional on the World Wide Web. **Do not create URLs to local Web Pages and do not create the target web pages.**

Get the handwritten HTML code as well as code written for the external map file checked and corrected from the examiner before using a computer. (4)

Create the map file and Web Page without using any pre-existing Web Pages or code. (3)

Save the files, upload the map file to any Web server that is local or a free Web Server on the World Wide Web that supports Image Maps. Execute the same. Demonstrate proper functioning of the same to the Examiner.

Obtain a hardcopy of the HTML code of the Web Page. (2)

Note:

Shapes should not be drawn on the image while noting coordinates.

Shapes should not go outside the boundaries of the image used.

Experiment 5 Use of Audio and Animation on Web Pages

Create a web page that continuously plays a background sound _____ number of times **without** controls. This page must also contain an animated GIF Image where the display dimensions are 100 x 75 pixels irrespective of the original Image dimensions. Alternate text must also be used.

Create another web page that continuously plays a sound forever with controls. This page must also contain another animated GIF image along with alternate text where the display dimensions are 100 x 75 pixels irrespective of the original image dimensions.

The audio file/s must play directly from the web-page itself without the use of any hyperlink. These files be provided by the examiner and need not be encoded or created by students. Any Wave, MP3, MIDI or AU sound file may be used.

Get the handwritten HTML code for both the pages checked and corrected from the examiner before using a computer. (4)

Create the Web Pages without using any pre-existing Web Pages or code. Save the files and execute the same. Demonstrate proper functioning of the same to the Examiner. (3)

Obtain a hardcopy of the HTML codes of both the Web Pages. (2)

Experiment 6 Use of Video on Web Pages	
<p>Create a web page that plays a video <u>forever</u> with controls where the display dimensions are ____ x ____ pixels irrespective of the original video dimensions. The video must begin playing <u>automatically when the page is opened in a browser</u></p> <p>Create another web page that plays a video file without controls where the display dimensions are ____ x ____ pixels irrespective of the original video dimensions. The video must be looped _____ times with a delay of _____ milliseconds between each session. The border size must be ____.</p> <p><u>The video must begin playing when the mouse is placed over the video area.</u></p> <p>The video file/s must play directly from the web-page itself without the use of any hyperlink. These video files be provided by the examiner and need not be encoded or created by students, Any AVI, MOV or MPEG file may be used.</p>	
Get the handwritten HTML code of both the pages checked and corrected from the examiner before using a computer.	(4)
Create the Web Pages without using any pre-existing Web Pages or code. Save the files and execute the same. Demonstrate proper functioning of the same to the Examiner.	(3)
Obtain a hardcopy of the HTML codes of both the Web Pages.	(2)

Experiment 7 Creation and Publishing a Website using FTP	
<p>Create a website using 3 HTML files, 2 JPEG images having file size not exceeding 40 kb per image, 3 GIF images having file size not exceeding 30 kb per image. The web pages must be linked to each other using hyperlinks and may also have the display the images. One of them must carry a link to the executable file. Ensure that all linked web pages along with the images are stored in a common Folder/directory.</p> <p>Get the handwritten HTML codes of all the pages checked and corrected from the examiner before using a computer.</p> <p>Create the Web Pages without using any pre-existing Web Pages or code. Save the files, execute the same and verify the functioning of the pages and links before upload.</p> <p>Locate a free FTP server on your local network or on the internet. Make use of WS_FTP, CuteFTP or other free GUI based FTP client program. Using this client create a folder called "HSCPRAC" on the server. Upload the created website files in the newly created folder on the server.</p> <p>After the upload process, ensure that the uploaded website is functional and can be viewed through a web browser. Show this to the examiner.</p>	
Obtain a hardcopy of the HTML codes of all the pages.	(4)
	(3)
	(2)

Experiment 8 Cross Browser Testing and Differences in Rendering	
<p>Create a web page using HTML code that contains at least four major differences related to Marquee attributes, Light and Dark Border Colors of Tables, display of broken images* with its attributes and display of a blink text. The differences must be clearly distinguishable between the two Browsers Microsoft Internet Explorer 6 or higher and Mozilla 2 or higher.</p> <p><i>* Images that are not existing, missing or not available are called as broken images.</i></p>	
Get the handwritten HTML code checked and corrected from the examiner before using a computer.	(4)
Create the Web Page without using any pre-existing Web Pages or code. Save the files and execute the same on the two browsers. Observe the differences and note down the same on the answer sheet. Demonstrate the differences in rendering between the browsers to the Examiner.	(3)
Obtain a hardcopy of the HTML code of the Web Page.	(2)

Experiment 9 Use of an Embedded Indian Font on a Web Page

Create a Web Page that contains the name of your College/ Institution followed by the full Postal address in an Indian Language using an Indian Font, without using any alphabets from the English Language. Use iLeap, IndiaPage or any other suitable Indian Language word processors to create the same.

Most Indian Language Word Processors allow users to export or Save Files as HTML. If this feature is not available, then the file may be exported or saved in Rich Text Format (RTF) and then converted into HTML using a Word Processor such as Microsoft Word.

However, do not use any general purpose Word Processor such as Word with Indian Fonts installed for basic creation.

Get the handwritten HTML code checked and corrected from the examiner before using a computer. (2)

Enter the program on the computer, Create the web page in HTML and save the file. Use Web Embedding Font Technology (WEFT) for IE **or** Dynamic Fonts (Bitstream) for Mozilla/Netscape to create the embedded or dynamic font. Upload the Web Page and the embedded or dynamic font related file to any functional free Web server on the World Wide Web. View this web page through the corresponding Web Browser on another terminal that **does not have** the used font installed, and verify that the page can still be viewed with the Indian font used. (5)

Obtain a hardcopy of the HTML code of the page. (2)

**Maharashtra State Board of Secondary and Higher Secondary
Education, Pune 411005
Practical Slips for Std. XII Commerce
Subject: Information Technology
Group B Commerce Slips**

Experiment 10 Audio File Conversion	
<p>Obtain an audio wave file recorded in the PCM format having a Sampling Rate of 44.1 kHz, 16-bit stereo. This corresponds to a data transfer rate of 172 kb/sec for "CD-Quality Sound". The duration of this file may preferably be short if required, but not lesser than 15 seconds, to limit file size and processing time. Such a file if not readily available can be easily created using any Audio CD and Windows component Sound Recorder or Media Player.</p> <p>Name this file as 44.1k_16bit_Stereo_Original.wav and attribute it as Read-only. Using Sound Recorder File Menu Properties Format conversion option, create at least 16 wave files in the following manner. (8)</p> <p>Choose at least 4 different sampling Rates such as 8 kHz, 16 kHz, 22.05 kHz and 44.1 kHz. For each sampling rate, create 4 files with the 16-bit stereo, 16-bit mono, 8-bit stereo and 8-bit mono options.</p> <p style="text-align: center;">Remember the following points in the process:</p> <ul style="list-style-type: none"> • For creation of a new format, always use the Use the 44.1k_16bit_Stereo_Original.wav original file every time. • Use the 'Save As' option to create these wave files and save different formats with different filenames to avoid overwriting the original file. • For ease in understanding, use filenames that explain all possible options used. For example a file may be named as "24k_16bit_mono.wav" corresponding to its Properties. • Use the PCM Wave File format only for all created files. <p>Compare these files in terms of file size and note down the same against their sampling rate and other properties. Now play them beginning from the highest sampling rate used and comment on the quality of the recorded sound. (1)</p>	

Experiment 11 Image Conversion	
<p>Obtain a 24-bit Bitmap image having dimensions 800 by 600 pixels or greater. Preferably use an image which contains a variety of colours such as Natural Landscapes, Flora and Fauna etc. Name this file as Original.bmp and attribute it as Read-only to avoid accidental overwriting.</p> <p>Using any imaging utility such as Windows Paint with Microsoft Picture Manager OR Microsoft Photo Editor, create 3 more bitmap copies of the above image in other formats such as 256 colour bitmap, 16 colour bitmap and monochrome bitmap. (2)</p> <p>Also create a GIF Image out of the same and create four copies in the JPEG format using compression factors of 90, 70, 50 and 30 respectively. (3)</p> <p>Further Create 24 bit bitmap as well as 90 compression factor JPEG copies from the original image where the copies have height and width dimensions reduced by 50%. (2)</p> <p>Remember the following points in the process:</p> <ul style="list-style-type: none"> • For creation of an image file, always use the Use the Original.bmp file every time. • Use the 'Save As' option to create these image files and save them with different filenames to avoid overwriting the original image. • Give all created files unique filenames. For ease in understanding, use filenames that make clear the options used. For example, files may be named as "256colour.bmp", "Compr70.jpg" and so on. <p>Compare these files in terms of file size and image quality and note down the same against their filename, file type and other properties. (1)</p> <p>Compare the two reduced images to each other and comment on their file size and reduced image clarity as well. (1)</p>	

Note: Microsoft Picture Manager or Microsoft Photo Editor can be optionally installed along with Microsoft Office custom setup

Experiment 12 Video File Conversion	
Locate an AVI Format Video File with sound. Encode the same into MPEG format using any free AVI to MPEG Encoding Utility. Observe the difference in file size and image quality if any.	(4)
Ensure that the encoded MPEG file is correctly created by playing back the same.	(1)
Similarly use an MPEG format video sound. Encode the same into AVI format using any free MPEG to AVI Decoder. Observe the difference in file size. Ensure that the decoded AVI file is correctly created by playing back the same.	(4)

Experiment 13 Creation of Database with simple query using Access	
Create a database in MS-Access and add the following Tables and queries to the same without using the Table/Query creation wizards: Table 1: Student Master with fields named – Roll no, Student Name, Address, Class and Division. Table 2: Mark sheet with fields named – Roll no, subject1, subject2 and subject3	(3)
Perform following queries and demonstrate the same to the examiner. 1. Calculate the total marks of each student. 2. Display the list of students roll no , name , marks of all subjects	(4)
Write the procedure of table and query creation.	(2)

Experiment 14 Application of “Compact utility to an Access data base and Study an analysis of original and compacted Database	
Create a database named “Employee” in MS-Access with a table having following fields Emp_code, Name, Qualification, Designation, Salary	(3)
Perform the following - 1. Enter at least 20 records. 2. Save the database, exit MS-Access and note down the file size of the MS-Access file in Windows. 3. Re-open the database file and delete at least 5 records from table. 4. Again, save the database, exit MS-Access and note down the file size of the MS-Access file in Windows. 5. Re-open the database file and use the Compact utility. 6. Again, save the database, exit MS-Access and note down the file size of the compacted MS-Access file in Windows.	(3)
Mention in writing, the steps to used compact the data base. Also write a note based on the inference of performing the above exercise.	(3)

Experiment 15 Creation of Groups

Create M/s R. K. Peripherals Ltd. company in your computer which deals with various computer peripherals and accessories. Following are the names of some ledgers. Assign appropriate groups to those Ledgers in Tally.

Assets : Cash in hand

Cash at bank

Stock of goods

Computers

Furniture

M/s Sparkle Peripherals owe

M/s Evergreen Accessories owe

Liabilities : Loan

Sum owing to Mac Computers

Purchases

Sales

Discount Allowed

Sales Return

Computer Repair

Carriage Inward

Municipal Taxes

Advertisements

Rent

Salaries

RDD

Purchase Returns

Capital A/c

Commission Paid

Display all the ledgers created by you to the examiner
Write down in detail the steps involved in creating ledger

Show the procedure of making alterations in a particular group to the examiner.

(5)

(2)

(2)

Experiment 16 Creation of Ledger			
<p>M/s Ruchita Enterprises Ltd. Company deals in Computer Books. Create the necessary ledgers required to maintain the books of accounts for current financial year</p>			
Balance Sheet As on 1st April 2006			
Liabilities		Assts	
Particular	Amt	Particular	Amt
Capital A/c	150000	Cash in hand	52000
Loan from Bank	130000	Cash at bank	15000
Sum owing to Saraswati Book Depot	15000	Opening Stock	51000
		Computers	32000
		Furniture	89000
		Venu Traders	41000
		Prajakta Book Depot	15000
Total	295000	Total	295000
Date	Particular		Amt
15 Apr	Purchase books on 30 days Credit from Raj & Co		19950
20 Apr	Sold books for cash to Venu Traders		5000
22 Apr	Sold books to Prajakta Book Depot on 15 days credit		11000
26 Apr	Payment made to Goyal Book Depot.		13000
27 Apr	Old furniture sold for cash		1500
28 Apr	Purchase Books for cash		5600
29 Apr	Received cheque from Venu Traders & same cheque Depotsited in to bank		41000
30 Apr	Paid for office expenses		1660
1 May	Purchase computer books from Saraswati Book Depot		12330
9 May	Computer books sold to Venu Traders		6500
15 May	Received cheque from Venu Traders		6000
20 May	Paid cheque to Saraswati Book Depot		12330
1 June	Cash Depotsited into bank		15000
5 June	Paid Municipal taxes in cash		2500
20 June	Cash paid for Advertisements in Times of India		1550
26 June	Salary to office staff by cheque		95000
<p>Display Profit & Loss and Balance Sheet created by you to the examiner. Note down the steps followed while creating voucher entries.</p>			
<p>Show the procedure of making alterations in a ledger and deleting a ledger to the examiner.</p>			

Experiment 17 Creation of Purchase Order	
<p>Select the M/s R. K. Peripherals Ltd company present in your computer. Prepare a Purchase Order for purchasing the following items from M/s. Ramniklal and Co.</p> <p>10 Standard keyboards @ Rs. 400/- per piece. 5 Wireless keyboards @ Rs. 850/- per piece.</p> <p>The purchase date is 1st August 2007 and the items are due on 4th August 2007. The location is Warehouse at Mumbai. No taxes of any kind are applicable.</p>	(4)
<p>Write down the steps taken to prepare this Purchase Order. What is the importance of preparing a Purchase Order?</p>	(3)
<p>Obtain a hard copy of the purchase order.</p>	(2)

OR

Experiment 17 Creation of Purchase Order	
<p>Select the M/s Ruchita Enterprises company present in your computer. Prepare a Purchase Order for purchasing the following items from M/s. Chandiramani and Co, an agent of Microsoft Corporation.</p> <p>25 Windows 2003 Server @ Rs. 4000/- per set. 5 Windows vista 64-bit Ultimate Edition @ Rs. 9050/- per set.</p> <p>The purchase date is 11th August 2007 and the items are due on 14th August 2007. The location is Warehouse in Pune. No taxes or any kind are applicable.</p>	(4)
<p>Write down the steps taken to prepare this Purchase Order. What is the importance of preparing a Purchase Order?</p>	(3)
<p>Obtain a hard copy of the Purchase Order.</p>	(2)

Experiment 18 Creation of Sales Order	
<p>Select the M/s Ruchita Enterprises company present in your computer. Prepare a Sales Order for selling the following items to M/s Blue Diamond Works.</p> <p>5 Red Hat LINUX 10 @ Rs. 7500/- per set. 2 Tally Ver. 7.2 @ Rs. 9200/- per set.</p> <p>The sales date is 15th August 2007 and the items are due on 26th August 2007. Location is from Warehouse at Chennai. Freight charges at 2.5% and other levies at 1.5% of total cost are applicable.</p>	(4)
<p>Write down the steps taken to prepare this Sales Order. What is the importance of preparing a Sales Order?</p>	(3)
<p>Obtain a hard copy of the Sales Order.</p>	(2)

OR

Experiment 18 Creation of Sales Order	
<p>Select the M/s R. K. Peripherals Ltd company present in your computer. Prepare a Sales Order for selling the following items to M/s Sparkle Peripherals.</p> <p>6 Standard keyboards @ Rs. 500/- per piece. 2 Wireless keyboards @ Rs. 1000/- per piece.</p> <p>The sales date is 15th August 2007 and the items are due on 19th August 2007. Location is a Warehouse at Bangalore. Freight charges @ 3% are applicable.</p>	(4)
<p>Write down the steps taken to prepare this Sales Order. What is the importance of preparing a Sales Order?</p>	(3)
<p>Obtain a hard copy of the sales order.</p>	(2)

Experiment 19 Creation of an Invoice	
<p>Select the M/s R. K. Peripherals Ltd company present in your computer. Prepare a Sales Invoice for selling the following items to M/s. Girdharlal and Sons.</p> <p>50 Logitech USB mice @ Rs. 400/- per piece. 25 Multimedia keyboards @ Rs. 800/- per piece. 10 Creative Web Cameras @ Rs. 2000/- per piece.</p> <p>Voucher References, Order details, Shipping details should be printed. No tax of any kind is to be imposed.</p>	(4)
<p>Write down the steps taken to prepare this Invoice. Assume own address for shipment within city limits. What is the importance of preparing Invoices?</p>	(3)
<p>Obtain a hard copy of the Invoice.</p>	(2)

OR

Experiment 19 Creation of an Invoice	
<p>Select the M/s Ruchita Enterprises company present in your computer. Roshan Arts require the following items within 3 days time. Prepare a Sales Invoice for selling the following items to them.</p> <p>5 Microsoft Office 2007 Standard Edition @ Rs. 24000/- per set. 2 CorelDraw 13.0 @ Rs. 18000/- per set.</p> <p>Voucher References, Order details, Shipping details should be printed. Assume own address for shipment in Pune. No tax of any kind is to be imposed.</p>	(4)
<p>Write down the steps taken to prepare this Invoice. What is the importance of preparing Invoices?</p>	(3)
<p>Obtain a hard copy of the Invoice.</p>	(2)

Experiment 20 Creation of a company

Create a Company using Tally package as per the following details available. Also Pass the following entries in appropriate vouchers in Tally for the year 2007.

R K Peripherals

(2)

**Details
Data to Enter**

Name

RK Peripherals

Mailing Name

RK Peripherals Limited

Address

203, Pitha Street,
Flora Fountain,
Mumbai 400 001.

Income Tax Number

SN2007

Local Sales Tax Number

MH2007

Inter-state Sales Tax Number

OT2007

Currency Symbol.

Rs.

Maintain

Accts Only

Financial year from

1 Apr 2007

Books beginning from

01/06/2007

Use security control

No

Formal Name

Bhartiya Rupees

Number of decimal places

2

Show amounts in millions?

No

Is symbol suffixed to amounts?

No

Put a space between amounts and symbol?

No

Pass the following entries

Date	Particulars	Amount(Rs)
------	-------------	------------

(5)

June 2007

1	Sold goods for cash	10,000
2.	Cash Depotsited in Bank	20,000
5.	Paid salaries to staff by cheque	15,000
8.	Received cash from Wipro Ltd.	50,000
10.	Purchased machinery for cash	1,00,000

Show the Cash Book and Bank Book to the examiner

(1)

Write voucher entries and get it checked by the examiner.

(1)