

## Create Database

1. Open Microsoft Access 2007
2. Click on blank database
3. Write the database name MYBANK
4. Database create with extension ".ACCDB"

## Create Table With Primary Key

1. From access click on Create Ribbon
2. Click on Table Design
3. Write the Field Names and data Types

<u>Fields</u>	<u>Field type</u>
Acc_no	number
cus_code	number
cus_name	text

4. Click cus\_code and click on design ribbon
5. Click on "Primary Key"
6. Click on close button
7. Save the table name with CUSTOMER

## Create Table With Primary Key

1. From access click on Create Ribbon
2. Click on Table Design
3. Write the Field Names and data Types

<u>Fields</u>	<u>Field type</u>
Acc_no	Number
TR_no	Number
TR_type	number
TR_amt	currency

4. Click TR\_no and click on design ribbon
5. Click on "Primary Key"

6. Click on close button
7. Save the table name with currency

#### Create Relationship between 2 Tables

1. Click on Database Tools
2. Click on Relationship Option
3. From Show Table Dialog box select the each Table and Click on add
4. Close the Show Table Dialog Box
5. Click on Acc\_no field from customer Table and drag on Acc\_no in Accounts table
6. Click on save Button
7. Click on close button

1. Create a Presentation About your College with at least 5 slides.
  - i. Insert new slide
    - a. Click home ribbon
    - b. From Slides command Group click on new Slide option
    - c. Click on any layout slide
2. The slide includes Picture, Sound, Video
  - i. Insert video or sound in a slide.
    - a. Click on insert ribbon
    - b. From Media Clip option click on sound or Movie option
    - c. Select any media file
    - d. Click on Open
3. Set slide Transition for every slide with automatic progress
  - i. Set Slide Transition
    - a. Click on Animation Ribbon
    - b. From Transition to this Slide command group click automatically option with a delay time in Second
    - c. Click on any Transition Type
    - d. This task is done for every Slide
4. Every slide must contain at least one Animation
  - i. How to set Animation
    - a. On the Animations tab, in the Animations group, click Custom Animation.



- b. In the Custom Animation task pane (task pane: A window within an Office application that provides commonly used commands. Its location and small size allow you to use these commands while still working on your files.), click the arrow to the right of the animation effect in the Custom Animation list, and then click Effect Options.
- d. On the Effect tab, click on any effect

#### TASK 1 : IMAGE

```
<HTML>
<BODY>
    <IMG SRC=A.JPG HEIGHT=300 WIDTH=600>
    <IMG SRC=B.JPG HEIGHT=600 WIDTH=300>
</BODY>
</HTML>
```

#### TASK 2 : LIST

```
<HTML>
<BODY>
<OL>
    <LI>KOLKATA
    <LI>DELHI
    <LI>MUMBAI
    <LI>CHENNAI
</OL>
<UL>
    <LI>KOLKATA
    <LI>DELHI
    <LI>MUMBAI
    <LI>CHENNAI
```

```
<UL>
</BODY>
</HTML>
```

#### TASK3: PARAGRAPH

```
<HTML>
<BODY BGCOLOR=YELLOW>
<h2 align="center">Welcome!</h2>
<CENTER>
<FONT SIZE=8 FACE="Algerian" COLOR=BLUE>The Principal Speaks</FONT>
</CENTER>
<p align=justify>
A reputed institution in North Kolkata, Seth Anandaram Jaipuria College (SAJC) carries a long history of 65 years, housed in the famous Shovabazar Rajbari that once belonged to the families of Maharaja Naba Krishna Deb..
</p>
</BODY>
</HTML>
```

#### TASK 4 : TABLE

```
<HTML>
<BODY>
<TABLE cellpadding="25" cellspacing="0" BORDER=1>
<TR>
<TD>ROLL
<TD>NAME
<TD>STUDENT ADDRESS
</TR>
<TR>
<TD>1
<TD>TAPAS
<TD>123
```

```
</TR>
<TR>
<TD>2
<TD>RAJAT
<TD>234
</TR>
</TABLE>
</BODY>
</HTML>
```