

**Professional Course (Odd) Examination, 2022**  
( 1st Semester )

**BACHELOR OF COMPUTER APPLICATIONS**

Course No. : BCA/1/CC/06

( Office Automation Lab )

( Revised )

Full Marks : 75

Time : 3 hours

*The figures in the margin indicate full marks for the questions*

**SECTION—A**

**A. Answer any two questions :**

**15×2=30**

1. Prepare your College Sports Week Certificate using Microsoft Word.
2. Prepare a presentation of your college using PowerPoint with at least 7 slides and must include the effect of rehearse timing, animation, transitions and suitable photos to support your presentation.
3. By using mail merge, prepare a notification for personal interview at Infotech Ltd. Company. Create at least 7 records which contain friend's Name, Father's Name, Address, Phone Number and Email ID.

## SECTION—B

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B. Answer any one question :

1. (a) Create a database named exam.mdb and a table named workers with the following structure :

Field name	Data type
Sid	number (primary key)
Name	text
Address	text
Age	number
Marks	number

- (b) Add any 7 records in the table.  
 (c) Prepare a query named 'Total Marks' to calculate sum of all the marks.  
 (d) Prepare a query named 'Excellent' to display all records whose marks is more than 85.  
 (e) Prepare a form of your query using form wizard with all the fields.  
 (f) Prepare a report on the basis of query 'Total Marks'.

2. Using Excel, draw a table as below :

ITEM CODE	UNITS	PRICE	SALES	COMMISSION	REMARKS
1	1000	5.5			
2	1200	6.75			
3	1300	2			
4	800	4			
5	1200	5			
6	1800	0.5			
7	145	2			

- I. **Sales : Product of Price and Units**
- II. **Commission :**
  - (a) If Sales are less than 1000, No Commission
  - (b) If Sales  $\leq 5000$ , 3% Commission
  - (c) If Sales  $> 5000$ , 6% Commission
- III. **Remarks :**
  - (a) If Sales is less than 1000, POOR
  - (b) If Sales  $< 5000$ , GOOD
  - (c) If Sales  $\geq 5000$ , EXCELLENT

HINT

Calculate the following values and display all the formulae used :

- (a) Total Sales
- (b) Highest Sales
- (c) Lowest Sales
- (d) Average Sales
- (e) Count of Excellent
- (f) Count of Price  $< > 2$  (not equal to)
- (g) Total Commission of Goods
- (h) Total Sales of Units  $> 1000$

SECTION—C

C. Viva Voce.

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D. Practical Recordbook.

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