

**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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