

**Professional Course Examination, November/December 2019**

( 1st Semester )

**BACHELOR OF COMPUTER APPLICATIONS**

**( Office Automation Lab )**

**( Practical )**

( Revised )

*Full Marks : 75*

*Time : 3 hours*

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

**SECTION—A**

Answer any *two* questions

- 1.** Create and draw a table using MS Word to display your class time table. 15
- 2.** Using MS Access, create a table with five fields, create new form design and insert data into the table through the form. 15
- 3.** Prepare a presentation of your college using powerpoint with at least 7 slides. 15

## SECTION—B

Answer any *one* question

- 4.** Create a committee letter to 8 recipients using mail merge, which contains Name, Address, Date and Time, Venue, Agenda and save the merged document for printing :

20

Main document file : Committee\_letter.doc

Data source file : Committee\_member.xls

Merged document : Comm\_mergedfile.doc

- 5.** Using Excel, create an exam result sheet as given below :

Roll No.	Name	Subjects			Total Marks (Out of 300)	Percentage	Division	Result
		English (100)	Mathematics (100)	Science (100)				(Pass/Fail)
BCA01	John	50	75	35				
BCA02	Peter	22	30	35				
BCA03	Mary	80	75	70				
BCA04	Richard	80	85	80				
BCA05	Melody	45	50	45				

Count	Count the no. of students			
Average				
Highest				
Lowest				

- (a) Total Mark is the mark obtained from all three subjects. (Out of 300).  
 (b) Award of division :

Distinction :           75% and above

1st division :           60% and   75%

2nd division :           50% and   60%

3rd division :           40% and   50%

Below 40% will be considered as Fail.

Use formula to calculate division.

- (c) Result column will indicate Pass or Fail (using formula) in which if a student fails, then the cell or fail font will be automatically displayed in RED color.
  - (d) Count the number of students.
  - (e) Calculate average marks of each subject as well as total mark.
  - (f) Display the highest and lowest marks in each subject as well as total mark. 20
- 6.** Viva voce. 15
- 7.** Practical record book. 10



