

CODING

Professional Course Examination (Odd), 2023

Semester : **1**

Subject Code : **BCA/1/CC/06**

Subject : Bachelor of Computer Applications

Name of the Paper : **Office Automation Lab (Practical)**

Date of Examination : **16-11-2023**

No. of Answer Sheet(s) Used : _____

Full Marks : 75

Time : 3 Hours

INSTRUCTIONS TO CANDIDATES

*Please read the instructions carefully
before you start writing your answers.*

1. Questions should be attempted as per instructions.
2. Candidate should clearly indicate the Question Nos. and the Page No. for each sheet.
3. Please write your Roll No. and Registration No. clearly and correctly in the space provided.
4. Do not write your name or the name of your college/institution anywhere or anything else, which is not part of your answer.
5. Candidate should make sure that the answer sheets scanned should be legible.
6. The Invigilator on duty should confirm that the correct script is received, compiled and attached to the correct Cover Page.
7. Multiple Choice Answer should indicate the Question No., Sub. No., (if any) and the correct answer. For example—
 1. *Name the state capital of Mizoram.*
 - (a) Lunglei
 - (b) Champhai
 - (c) Aizawl
 - (d) Mamit

Candidate should provide answer as
1 (c) Aizawl

[Candidate should avoid writing only (c)]

Question Nos.	Marks
Total	

CODING

**To be filled in by the
Candidate**

Date of Examination

16-11-2023

Semester : **1**

Subject Code
BCA/1/CC/06

Subject
**Bachelor of Computer
Applications**

Roll No. _____

Regn. No. _____

No. of Additional Sheet(s) :

Scrutinizer's Signature

Examiner's Signature

Invigilator's Signature

/289

DO NOT WRITE HERE

Professional Course Examination (Odd), 2023

(1st Semester)

BACHELOR OF COMPUTER APPLICATIONS

Course No. : BCA/1/CC/06

(Office Automation Lab)

(Practical)

Full Marks : 75

Time : 3 hours

The figures in the margin indicate full marks for the questions

SECTION—A

I. Answer any *two* questions : 15×2=30

1. Prepare your practical record book certificate using Microsoft Word.
2. Prepare a presentation of Mizoram using PowerPoint with at least five slides and must include the effect of transitions, animation and insert any suitable photo to support your presentation.
3. By using mail merge, create recipients (Mike, John, Sam, Mary and Juliet) which contain Address and Phone Number and send an invitation to attend your Birthday Party.

SECTION—B

II. Answer any *one* question :

20

1. Using Microsoft Access—

(a) create a database named **student** and a table named **details** with the following structure :

Field Name	Data Type
Fullname	text
Address	text
Age	number

(b) add any five records in the table;

(c) prepare a query named 'Total Age' to calculate sum of all ages;

(d) prepare a form of your query using form wizard with all the fields;

(e) prepare a report on the basis of query 'Total Age'.

2. Using Excel, draw a table as below :

Sl. No.	Name	English	Maths	IT	Digital	Total	%	Result
1	Student 1	20	17	18	9			
2	Student 2	20	20	50	48			
3	Student 3	49	45	10	42			
4	Student 4	20	20	20	21			
5	Student 5	35	48	43	47			

Hints :

Full marks in each subject = 50

Pass marks in each subject = 20

If marks obtained < 20 (in any one of the subjects), then **Fail**

If total marks obtained percentage < 40, then **Fail**

If total marks obtained percentage = (75 to 100), then **Distinction**

If total marks obtained percentage = (60 to 74), then **First**

If total marks obtained percentage = (40 to 59), then **Second**

- (a) Calculate total marks and marks percentage.
- (b) Display lowest marks and highest marks.
- (c) Display the result according to *Hints* given above.

SECTION—C

III. Viva voce	15
IV. Practical record book	10

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