

Professional Course (Odd) Examination, 2025

( 1st Semester )

BACHELOR OF COMPUTER APPLICATIONS

( Office Automation Lab )

Full Marks : 75

Time : 3 hours

The figures in the margin indicate full marks for the questions

SECTION—A

Answer any two of the following questions :

15×2=30

1. Create a properly formatted document in MS-Word on the topic, "My Family". Your document should include the following :
  - (a) Title Page (with title centered, font size 20, bold, underline)
  - (b) Insert a Header and Footer with page numbers.
  - (c) Write at least one paragraph (5–6 lines) using proper alignment and line spacing.
  - (d) Insert a table (3 rows × 4 columns) with borders and shading.
  - (e) Insert at least one picture/clipart with proper caption.
  - (f) Apply Bullets or Numbering to any list.
  - (g) Save the file with ABC.docx.

2. Prepare a PowerPoint presentation of at least 5 slides about your college. Apply design/theme, transitions and animations to make your presentation attractive.
3. Prepare your own Bio-data to be submitted for the High School Teacher advertisement. Insert your passport-size photograph and apply a border to the page.

### SECTION—B

Answer any one of the following questions :

20

4. You are given the marks of 4 subjects for a student. Using MS-Excel, perform the following tasks :

Name	English	Mathematics	IT	DCF
Muana	76	84	65	90
Kima	87	56	79	72
Sangi	67	76	55	90
Ruati	57	53	66	68
Zuala	77	49	64	77

Tasks to perform :

- (a) Find the Total Marks obtained by the students.
- (b) Calculate the Maximum Marks scored among the four subjects.
- (c) Compute the percentage.
- (d) Assign Grades based on the percentage using the following criteria :
  - A : 75% and above
  - B : 60%–74%
  - C : 50%–59%
  - D : Below 50%

5. Using Microsoft Access, create a database for a Student Information System with the following requirements :

(a) Create a table named Students with the following fields :

- RollNo (Primary Key)
- StudentName
- Class
- Section
- Marks

(b) Enter at least 5 records into the table.

(c) Create a Query to display students who scored more than 60 marks.

(d) Create a Report based on the Students table to display RollNo, StudentName and Marks.

(e) Create a Form to enter new student records.

### SECTION—C

6. Viva voce.

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7. Practical record book.

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