

Professional Course Examination, January 2021

(1st Semester)

BACHELOR OF COMPUTER APPLICATIONS

(Office Automation Lab) (Revised)

(Practical)

Full Marks : 75

Time : 3 hours

The figures in the margin indicate full marks for the questions

SECTION—A

Answer any *two* questions

- 1.** Prepare your Bio-data using Microsoft Word that includes your photo, personal data and educational details. **(15)**
- 2.** Prepare a presentation of your state using PowerPoint with at least 5 slides and must include the effect of Rehearse timing, Animation, and transition. **(15)**
- 3.** Prepare your class time table using Microsoft Word. **(15)**

SECTION—B

Answer any *one* question

- 4.** A. Create a database named exam.mdb and a table named BCA with the following structure.

Field name	Data type
Roll no	number (primary key)
Name	text
English	number

IIT	number
Math	number
DCF	number
PC & IT	number

- B. Add any 5 records in the table.
- C. Prepare a query named "total marks" to calculate sum of all the marks.
- D. Prepare a query named "topper" of query "total marks" to display all records whose total is more than 200.
- 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".

(20)

5. A. Using excel, draw a table as below

WORKER'S SALARY			
Name	Hours Worked	Rate per Hour	Salary
John	180	\$150	
Kimmy	300	\$120	
Claude	500	\$200	
Haya	200	\$140	
Karina	300	\$130	
Vexana	120	\$110	

- B. Given that salary = hours worked multiplied by rate per hour, calculate the salary.
- C. Calculate the total number of hours worked & the total amount paid to all the Workers.
- D. Create a pie chart for the Worker's Salary. The pie chart should have an appropriate title called "Worker's Salary Chart".

(20)

SECTION - C

6. Viva Voce. **(15)**
7. Practical Record Book. **(10)**

*****BCA/1/CC/06*****