

- Open your Student Login portal through your user ID and password. Then do the following:
 - Click on download button and extract it
 - Open BCA File document file and do the work as per given instruction [03]
 - Save all the excel work in the given Excel file
 - After completion all the work convert your folder into zip and upload the file from your student login
- Open your Excel file and do the following. You need to calculate the shaded fields as per the instructions. Use suitable formula for the same. After completing all the instructions your worksheet will look like below.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	Order Date	Zone	Product Name	Type	Qty (Pcs.)	Rate	Discount	Price		Product Name	Rate		Product Name	Type	
2	01/03/2017	East	Milk Chocolate	Plain	65	₹ 75.00	₹ 150.00	₹ 4,725.00		Milk Chocolate	75		Milk Chocolate	Plain	
3	12/05/2017	North	Extra Dark Chocolate	Plain	50	₹ 110.00	₹ 80.00	₹ 5,420.00		Extra Dark Chocolate	110				
4	14/08/2017	South	Milk Chocolate	Plain	80	₹ 75.00	₹ 120.00	₹ 5,880.00		Chocolate Almond	160				
5	20/07/2017	East	Milk Chocolate	Plain	45	₹ 75.00	₹ 80.00	₹ 3,295.00							
6	25/05/2017	Midwest	Chocolate Almond	Nut	100	₹ 160.00	₹ 80.00	₹ 15,920.00							
7	19/07/2017	North	Extra Dark Chocolate	Plain	90	₹ 110.00	₹ 80.00	₹ 9,820.00		Zone	Total Discount				
8	20/06/2017	Midwest	Milk Chocolate	Plain	80	₹ 75.00	₹ 80.00	₹ 5,920.00		East	2790				
9	11/08/2017	South	Chocolate Almond	Nut	75	₹ 160.00	₹ 120.00	₹ 11,880.00							
10	13/06/2017	Midwest	Extra Dark Chocolate	Plain	60	₹ 110.00	₹ 80.00	₹ 6,520.00							
11	10/05/2017	East	Chocolate Almond	Nut	48	₹ 160.00	₹ 80.00	₹ 7,600.00							
12	14/05/2017	North	Milk Chocolate	Plain	60	₹ 75.00	₹ 80.00	₹ 4,420.00							
13	01/03/2017	East	Milk Chocolate	Plain	62	₹ 75.00	₹ 150.00	₹ 4,500.00							
14	12/05/2017	North	Extra Dark Chocolate	Plain	36	₹ 110.00	₹ 80.00	₹ 3,880.00							
15	14/08/2017	South	Milk Chocolate	Plain	58	₹ 75.00	₹ 120.00	₹ 4,230.00							
16	20/07/2017	East	Milk Chocolate	Plain	46	₹ 75.00	₹ 80.00	₹ 3,370.00							
17	25/05/2017	Midwest	Chocolate Almond	Nut	58	₹ 160.00	₹ 80.00	₹ 9,200.00							
18	19/07/2017	North	Extra Dark Chocolate	Plain	95	₹ 110.00	₹ 80.00	₹ 10,370.00							
19	20/06/2017	Midwest	Milk Chocolate	Plain	62	₹ 75.00	₹ 80.00	₹ 4,570.00							
20	11/08/2017	South	Chocolate Almond	Nut	13	₹ 160.00	₹ 80.00	₹ 2,000.00							
21	13/06/2017	Midwest	Extra Dark Chocolate	Plain	254	₹ 110.00	₹ 80.00	₹ 27,860.00							
22	10/05/2017	East	Chocolate Almond	Nut	46	₹ 160.00	₹ 80.00	₹ 7,280.00							
23	14/05/2017	North	Milk Chocolate	Plain	52	₹ 75.00	₹ 80.00	₹ 3,820.00							
24	01/03/2017	East	Milk Chocolate	Plain	63	₹ 75.00	₹ 150.00	₹ 4,575.00							
25	12/05/2017	North	Extra Dark Chocolate	Plain	55	₹ 110.00	₹ 80.00	₹ 5,970.00							

- Open the **Database** sheet. Set the **Order Date** column in such a way so that it would not accept any date **above 31-08-2017**. [05]
- Fetch the **Rate** from table range **J1:K4**. [07]
- Calculate **Discount** based on below table. [07]

Zone	Qty (Pcs.)	Discount
East	More than 60	150
South	More than 40	120
Others		80

- d) Calculate **Price**. Also set Indian currency symbol in cell range **F2:H100**.
[04+03]

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Offline Question Paper | BCA
Paper Code: BKBCA110002

Full Marks: 100


Time: 60 min.

- e) Set **Red Flag icon** in **Price** which is **below 5000**. [08]
- f) Create a Pivot Chart as above format. Also insert a **timeline** on **Order Date** and show all the data from **May'17 to Jul'17**. [12]
- g) Calculate the **Total Discount** of **East Zone** in cell **K7**. [06]
- h) In cell **N1** extract the data of **North Zone with more than 80 Qty**. [06]
- i) Set '**Product Name**' column in such a way so that it will not accept more than 15 character. [05]
- j) Highlight **Order Date** of **2nd highest Price** with **Light green fill** and **bold font**. [03]
- k) Find out the **Type** in cell **N3** for the given **Product Name**. [05]
- L) Protect the data '**Price**' column with Password "**bynco**". [04]

3. Open your word file and do the following as per instructions. After completing your file will look like below.

Education helps in enlightening the minds of people. It must be given top priority. Education must be provided free of cost so that all children are educated. An educated and enlightened society is one that succeeds in developing and progressing towards social well-being and economic justice. An educated nation is one that is productive and is geared to grow and develop socially, economically, scientifically and technologically to become powerful, strong and independent. Education is not just literacy. The education system must foster, in children and the youth, the thirst for knowledge and creativity. Education imparted must be experimental and experiential.

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4. Insert the image file named 'Text for Set1' in the 1st page of your word file. Now type the same in the below of that image. Then copy that text and paste thrice in the next page, spacing of paragraph should be 8pt and alignment should be **justify**. Also set the paper size as A4. Now do the following. [02+02+02+02+02]

- Set the first letter of the first paragraph in such a way so that it will cover up to three lines. [03]
- Insert the image provided you and place it in right position. [03]
- Set a Page Border as above format with Blue Colour. [03]
- Insert a cover page as per your choice. [03]