VIDYABHARTI TRUST COLLEGE OF BBA & BCA. UMRAKH
SUB: 106-PRACTICAL (DMA)

Instruction: **Student Id:_____**

- Create one folder 'pcsoftware' in your login. And save all files within it. Before answer mention path in your journal   (for ex.S:\20BCA00\pcsoftware\ex.1) ⬜ Write every answer using pencil only.
- If you want to draw diagram than use left hand side of your page
- Write each and every steps for individual question

Ex-1 Write three paragraphs about your college in Open Office Writer and perform the following commands.

1) Page no
2) Comment
3) Give "auto text" of your college name 4) Give "autocorrect" for the word "computer" 5) Header and footer.
6) Insert picture logo in header and
7) Footer insert.' page no-1'as centered aligned using page format 8) Use character spacing up to 1.5 pt 9) Apply protection to your document.
10) Give bookmark effect on the title.

Ex-2 Prepare your biodata in Open Office Writer. Try to use maximum features of word.
  Instruction:
  [Tip: for your references include following thing.]
1) Objective
2) Educational details [hint: use table]
3) Extra achievements [hint: use bullets and numbering]
4) Personal details
5) References

Ex-3 you are celebrating fresher party in college. Write a letter to all new students to invite them in function. Use mail merge feature of Open Office Writer. Insert at least 5 records.

Vidyabharti Trust College of BCA,

At & Po. Umrakh,
Bardoli-394345

To,
  <<Student name>>
  <<Address>>

Subject: Invitation for Fresher Party

Dear <<Name>>

I m Aalap Mehta Student Caretaker of our institute. First of all welcome to the institute behalf of whole staff members and seniors students. You are invited to attend the fresher party, which is given by your seniors. We are arranging party especially for you so join our function.

Place of function: Gopal Vidhyanagar Campus
Time   : 9:00 AM onwards
Date   :6th September,2007

Hope you would attend the party and enjoy it. Wishing you a bright future.

Thanking you.

Ex-4 Explain Maths , Statistical, Text, Date & time, and financial function.
Explain at least 5 functions with proper syntax and example in each category.

Ex-5 Prepare a mark sheet for students.

Information about data:

1) Input marks of 6 subjects with student Id. Id must be in format like 10BCA01
2) Marks of subject 1 to 5 are out of 100
3) Marks of subject 6 is out of 200
4) Minimum marks for subject 1 to 5 is 40 otherwise the student is considered fail   in that subject
5) Minimum marks for subject 6 is 56 else students are considered failed in that subject.

Calculate following results:

1) Calculate total marks and percentage of each student.
2) Condition for calculating result field
3) calculate % only if all subject (1 to 5) are >=40 & subject 6>=56 otherwise 0

Result field contains fail if students are fail in any subject. And display grade if   student are pass.

4) Display Mean, Maximum, Minimum and Average for each subject.

ID	Sub1	Sub2	Sub3	Sub4	Sub5	Sub6	Total	percentage	results
20BCA01	70	70	70	70	70	150	500	62.5	1ST CLASS
|| || ||									
20BCA10	---	----	---	---	---	----	----	----	-----
AVE								---	----
MAX								----	----
MIN								-----	-----

Ex-6 Prepare 2 worksheet in excel for the students of your college.
(Input data at lest 5 students)

The first worksheet display student information as roll no, name, father name, class, address, city, phone, email.

The second worksheet shows marks of the entire subject as:

Sem1	Sem2	Sem3	Sem4	Sem5	Sem6
101..106	201..206	301..306	401..406	501..506	601..606

Prepare mark sheet for add student and upon selecting student, the appropriate mark sheet should be displayed.

The mark sheet contains following data:
1. Student roll_no, stud_name, father name, class (sem1/sem2), address, city, marks of each subject, percentage, class
2. Where class = A ,B, C ,D or fail
   A=distinction
   B=first
   C=second   D=pass
3. Design the format of the mark sheet in your style, in the format of your choice.

Ex-7 Prepare following report in excel

Srno	Item name	Basic price	Profit (%)	Selling price(Rs)	Profit(Rs)
1	A	200	5	210.00	10

Following should be considered:

1) Basic price <600 Rs then profit=5.0%, otherwise 10%
2) Selling price=basic price +profit (Rs)
3) For selling price take two digits precision
4) Draw column chart->selling price
5) Insert at least 10 records

VIDYABHARTI TRUST COLLEGE OF BBA & BCA. UMRAKH
SUB: 106-PRACTICAL (DMA)

Ex-8 Prepare following report in excel

Srno	Name of employee	Salary/month	Absent day	Salary/day	Net salary
1	Bhumika Desai	15000	1	500	15000
2	Ankita Barik	4500	0		
3	Vijay Patel	5000	2		
4	Manika Verma	17000	5		
5	Mitali Mistry	2000	2		
6	Hradik Vyas	3000	0		
7	Kaushal Desai	40000	2		
8	Mansi shah	8000	1		
9	Vikas patel	2300	3		
10	Kaushaika Pal	17000	1		

Following should be considered:

1) Take 30 days for 1 month
2) If absent day is >1 than net salary =salary/month – salary of absent day. Otherwise net salary=salary/month
3) Draw salary pie chart
4) Insert at least 10 records

Ex-9 Create database with following fields

ITEM_CODE, ITEM, NAME, PUR_DATE, QUNTITY, RATE

Apply appropriate format to the data

1.Add at least 10 records
2.Add more fields : discount, price and net price
3.Where price=quantity * rate
4.Discount is 10% of price if price >= 1000 else 5 % of price.

5.Net _price=price – discount
6.Header row should be freeze
7.Display current date and time add right top corner 8. Extract
only those records which have maximum rate.
9.Extract only those records which have minimum quantity
10. Draw 3-D cylinder chart for quantity, rate
11. Give appropriate title to chart, X-axis and Y-axis