

Tilak Maharashtra Vidyapeeth
Bachelor of Computer Application
1st year Semester I
Subject: - Office Automation –BCA- 124(Th)
Total 60 Marks

Assignment No. 1

(20 Marks)

- Q1. Write short note on Clipboard?
- Q2. Describe AutoFill in Excel.
- Q3. Explain various terms in power-point.
- Q4. Write short note on Primary Key Fields?

Assignment No. 2

(20 Marks)

- Q1. Write short note on Mail Merge?
- Q2. Explain how to use function Wizard in Excel.
- Q3. Describe Transitions in power-point
- Q4. Write steps to select queries.

Assignment No. 3

(20 Marks)

- Q1. Discuss various options available in the change case option of word.
- Q2. Explain splitting windows in Excel with two ways.
- Q3. Describe Auto shape feature in power-point.
- Q4. Explain five data types in Ms-Access.

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Assignment No. 1

(20 Marks)

Q1. Create Resume in one word document & forward it to five companies with use of Mail-Merge.

-Header, Footer is compulsory for word document.

Q2. Create Excel work sheet –

five records of students with student name ,roll number ,subjects (5 subjects),Total Marks, Average & Grade('A','B','C','D','fail').

Q3. Create power point presentation -

Shows information about “Mobile Shop”.

This show has to contain at least 5 slides containing slide transition and custom animation effect on mouse click.

First slide & Last slide background is different than other slides.

Q4. Create Database for Maharashtra India

Create table Loan. In table Loan following are the fields:

LoanNo, BranchName, Amount;

Create form to accept input for the above table.

Write queries for the following criteria

- a) Find the loan number of those loans with loan amounts between 50,000 and 1, 00,000.
- b) Find the loan numbers and loan amount for all loans at the ‘Aundh’ branch.
- c) Find the average account balance at each branch.

Assignment No. 2

(20 Marks)

Q1. Create birthday greeting card in word document apply your own style to that document with use of Auto shape & Word Art, Header, Footer.

Q2. Create Excel work sheet –

Five records of customers with customer name, customer id, Product (5 Product), Coast.

- Sort data in cost column (Descending order)

-Create chart customer name with Sort data in cost column in another work sheet.

Q3. Create power point presentation -

Shows information about “Bank of Maharashtra”.

This show has to contain at least 5 slides containing slide transition and custom animation effect with Action buttons.

First slide & Last slide background is different than other slides.

Q4. Create Database for InfoTech pvt ltd.

Create table Employee. In table Employee following are the fields:

Employee name, Id number, Designation, Salary, Joining Date.

-Create form to accept input for the above table.

-Write queries for the following criteria

- d) Find same Designation the names of all Employee name in the table.
- e) Find all the records from Employee, display salary amounts greater than 1000.
- f) Create Reports shows details based on second query.

Assignment No. 3

(20 Marks)

Q1. Create Table in word document -:

- 1) 9 Rows 2) 5 columns 3) 2 & 3 rows containing 5 rows
- 4) 4 & 3 columns containing 5 columns. 5) Use Table Auto format.
- 6) Table must fill with data 7) Header, Footer is compulsory for word document.

Q2. Create Excel work sheet –

Five records of Employee with employee name, Id number, Designation, Salary, Joining Date.

Five records of Department with Department name.

Create chart which showing department name wise employee name, Designation, Salary.

Q3. Create power point presentation -

Shows information about “Pizza hut”.

This show has to contain at least 5 slides containing slide transition and custom animation effect without mouse click.

First slide & Last slide background is different than other slides.

Q4. Create Database for InfoTech pvt ltd.

Create table Customer & Product.

In table Customer following are the fields:

Customer name, customer id, Product.

In table Product following are the fields:

Product name, Product id, Cost.

Create form to accept input for the above table.

Write queries for the following criteria

- g) Find product names with cost from the table.
- h) Find the Customer name of that product with cost amounts between 10,000 and 20,000.
- i) Create Forms shows details based on second query.