23BCMAP121 : OFFICE AUTOMATION TOOLS LAB

Offered to : BCA Honours   **Semester: II**
Year of Introduction: 2023 – 2024   **Year of Offering: 2023 – 2024**
Course Type: Practical Major 3   **Hours : 30**   **Credits: 1**

Course Objectives:

The objective of this course is to enable students to gain hands-on practical experience in demonstrating various applications of office automation tools.

Course Outcomes:

Course Outcome No	Upon successful completion of this course, the student will be able to	Program Educational objectives/ Outcome No
CO1	Apply document formatting options for designing a visiting card	P05
CO2	Demonstrate table commands using word processor	PO5
CO3	Implement various types of functions in spreadsheet	PO5
CO4	Demonstrating representing data in the form of charts using spreadsheets	PO5
CO5	Demonstrate creating a presentation using powerpoint.	PO5

CO-PO MATRIX								
	CO-PO	PO1	PO2	PO3	PO4	PO5	PO6	PO7
23BCMAP 121	CO1					H		
	CO2					H		
	CO3					H		
	CO4					H		
	CO5					H		

LIST OF EXPERIMENTS

1) Design a visiting card for Managing Director of a company as per the following specification.

- o Sizeofvisitingcardis32×2
- o Name of the company with big font
- o Phone number, Fax number and E-mail address with appropriate symbols.
- o Office and Residence address separated by a line

2) Create a table with following columns and display the result ins eparate cells for the following

- o Emp Name, Basic pay, DA, HRA, Total salary.
- o Sort all the employees in ascending order with the name as the key
- o Calculate the totals alary of the employee
- o Calculate the Grand total salary of the employee
- o Finding highest salary and
- o Find lowest salary

3) Prepare an advertisement to company requiring software professional with the following

- o Attractive page border
- o Design the name of the company using WordArt
- o Use at least one clipart.
- o Give details of the company (use bullets etc)

o 0 Give details of the Vacancies in each category of employee's (Business manager, Software engineers, System administrators, Programmers, Data entry operators)
o qualification required.

4) Create a letter having following specifications

o Name ofthecompanyonthetopofthepage2withbigfontandgoodstyle
o Phone no, Fax no and E-mail address with symbols.
o Main products manufactured by the company
o Slogans if any should be specify in bold at the bottom

5) Create two pages of curriculum vitae of a graduate with the following specifications

o Table to show qualifications with proper headings
o Appropriate left and right margins
o Format 1⁄2pageusingtwo-columnapproachabout yourself
o Name on each page at the top right side
o Page ho.in the footer on the right side.

6) Write a macro format documents below

o Linespacing"2" (double)
o Paragraphindentof0.1
o Justification formatting style
o Arial font andBoldof14pt-size

7) Create a letter as the main document and create 10 records for the 10 persons

User mail merge to create letter for selected persons among 10.

8) Create an electronic spread sheet in which you enter the following decimal numbers and convert the mintooctal, Hexa decimal and binary numbers and vice-versa.

Decimal Numbers:35,68,95,78,165,225,355,375,465

Binary Numbers: 101,1101,11101,11111,10001,11101111

9) Calculate the net pay of the employees following the conditions below.

	A	B	C	D	E	F	G	H	I
1	Employee name	Employee id	Basic	DA	HRA	GPF	Gross Pay	Income	Net Worth

DA:-56%ofthebasicpayifBasicpayisgreaterthan20000 orelse44%.

HRA:-15%oftheBasicpaysubjecttomaximumofRs.4000.

GPF: -10% ofthebasicpay.

INCOMETAX:-10%ofbasicifBasicpayis greaterthan20000.

Find who is getting highest salary & who is get lowest salary?

10) The ABC Company shows the sales of different product For5years.CreateBARGraph,

3D and Pie chart for the following.

A	B	C	D	E	F
S.No.	Year	Pro1	Pro2	Pro3	Pro4
1	1989	1000	800	90	1000
2	1990	800	80	50	900
3	1991	1200	190	40	800
4	1992	400	200	30	1000
5	1993	1800	400	40	1200

11) Create a suitable examination data base and find the sum of the marks (total) of each student and respective, class secured by the student.

Pass: if marks in each subject>=35

Distinction: if average>=75

First class: if average>=60but<75

Second class: if average>=50butlessthan60

Third class: if average>=35butlessthan50

Fail: if marks in any subject<35

12) Enter the following data into the sheet.

Name	Department	Salary
Anusha	Accounts	12000
Rani	Engineering	24000
Lakshmi	Accounts	9000
Purnima	Marketing	20000
Bindu	Accounts	4500

Tejaswi	Accounts	11000
Swetha	Engineering	15000
Saroja	Marketing	45000
Sunitha	Accounts	5600
Sandhya	Engineering	24000
Harika	Marketing	8000

- o Extract records for department tin Accounts and Salary > 10000
- o Sort the data by salary with the department using "sort commands".
- o Calculate total salary for a ch department using Subtotals

13) Enter the following data in to the sheet..

	Raju	Rani	Mark	Rosy	Ismail	Reshma
English	76	89	43	51	76	87
2ndLang	55	85	78	61	47	33
Maths	65	82	34	58	52	65
Computers	45	91	56	72	49	56
Human Values	51	84	54	64	32	64

Apply the conditional formatting for marks
- o 35 below Red
- o 35 to 50 Blue
- o 51 to 70 Green
- o 71 to 100 Yellow

14) Demonstrate creating bar charts, pie charts and column charts for the data given in experiment number 13 and 12.

15) Create a presentation using templates.

16) Create a Custom layout or Slide Master for professional presentation.

17) Create a presentation with slide transitions and animation effects.

18) Create a table in PPT and apply graphical representation.

MODEL QUESTION PAPER FOR SEM END PRACTICAL EXAMINATION 2023-24
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Offered to: B. C. A Honours   **Semester: II**
Max. Marks : 50 (CIA: 15 + SEE: 35)   **Hrs/Week: 2**

Model Paper : Practicals

Time: 3 Hrs   **Max. Marks : 35**

Section - A

1. Experiment 1   15 M
2. Experiment 2   10 M

Section – B

Viva Voce   10 M
CONTINUOUS ASSESMENT: **(Internal)**   **15 M**
Total   50Marks

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