

U.G. 3rd Semester Examination - 2021

COMPUTER SCIENCE

[PROGRAMME]

Skill Enhancement Course (SEC)

Course Code : COM.SC-G-SEC-P-301

(Office Automation Tools)

[PRACTICAL]

Full Marks : 50

Time : 4 Hours

Distribution of Marks:

Class Attendance cum Internal Assessment : 10 Marks

Semester End Practical : 40 Marks

(Experiment : 30, Viva : 10)

Answer any two questions to be allotted on lottery basis. Each question carries 15 marks.

1. On the desktop create a blank document (.doc or .docx) naming "About Me" Write few lines about yourself. Now do the following:
 - a) Insert header and write document name there.
 - b) Insert footer and show page number there.
 - c) Change the Page size to A4.
 - d) Set all the margins to 1.
2. Draw the flowchart of 'Greatest of three numbers' using auto shapes in MS-Word.

3. Create a sample class routine in MS-Word using table and following the given instructions:
 - Columns represent period and there are 7 periods a day.
 - Rows represent Days and working days are Monday to Friday.
 - 1st row contains period numbers.
 - 1st column contains day names.
 - The whole table will have all the borders.
4. Create an excel sheet using the given instructions:
 - The list represents sales of a company 'ABC' from April,2019 to February, 2020.
 - Each month is represented by column.
 - Each row represents city, i.e. Kolkata, Delhi, Mumbai, Chennai, Bangalore, Jaipur, Ahmedabad, Surat and Siliguri.
 - Enter some random values for every city in every month.
 - Use bar graph to compare the sales.
 - For every month colour code the sales columns by using GREEN for highest sale, RED for lowest and YELLOW for others. Use appropriate functionality of excel for this purpose.

[Turn over]

5. Create a spreadsheet using following instruction:
- Make a list for 20 students
 - Every student detail will contain name and marks(each subject has full marks 100) for four random subjects.
 - Insert random data into the spreadsheet.
 - Insert two extra field for each student showing total marks and percentage. Use formula for these two operations.
6. Create a sample class routine in MS-Word using table and following the given instructions:
- Columns represent period and there are 7 periods a day.
 - Rows represent Days and working days are Monday to Friday.
 - 1st row contains period numbers.
 - 1st column contains day names.
 - The whole table will have all the borders.
7. Suppose you are Head of some institution'ABC'. Now create a letter pad appropriate for the head of an educational institute. Also use watermark to show the name of the institute.

8. Create a table called **Publisher** having the following structure:

Field Name	Data Type
PubID	Short Text
PubName	Short Text
URL	Hyperlink

Set the field **PubID** as the primary key.

Set the **Field Size** field property of the field **PubID** to **5**.

Set the **Field Size** field property of the field **PubName** to **50**.

Set the caption property of the **PubID** field to **Publisher ID**.

Set the caption property of the **PubName** field to **Publisher's Name**.

Enter the following data for the **Publisher** table:

PubID	PubName	URL
MH	McGraw-Hill	http://www.mhhe.com
PH	Prentice Hall	http://www.prenhall.com
WI	Wiley	http://www.wiley.com
EL	Elsevier	http://www.elsevierdirect.com
AW	Addison Wesley	http://www.aw.com
MP	MIT Press	http://mitpress.mit.edu
CL	Cengage Learning	http://cengage.com

9. Create a table Author having author_name, Author_Id etc. Create another table Book having Book_name, Book_id, and Author_id. Create a relationship between the Author ID field in the Author table and the AuthorCode field in the Book table.
10. Consider the following table:

C2 : Annual Fruit Sales

B3 : 1999	A4 : Apple	F3 : Total
C3 : 2000	A5 : Orange	G3 : Average
D3 : 2001	A6 : Banana	
E3 : 2002		
B4 : 1000	B5 : 2300	B6 : 500
C4 : 1250	C5 : 2500	C6 : 300
D4 : 800	D5 : 1200	D6 : 600
E4 : 1300	E5 : 1450	E6 : 250

Merge the cells from A2 to G2. Apply the following changes to the title line:

- Change the horizontal and vertical text alignments as center.
- Change the row height of row 2 as 25.
- Change the font, font size, font style and font color as Tahoma, 18, bold, blue.

11. Consider the table shown in question no. 10 and answer the following:

Using range selection, select the cells from B3 to G3. Now change the font, font size and font style of the selected cells as Times New Roman, 12, bold-italic.

12. Make a powerpoint presentation on your college using atmost 10 slides.

13. Make a powerpoint presentation about global warming using atmost 10 slides.
