

Tilak Maharashtra University
Bachelor of Computer Applications
Office Automation

Marks: 60 (20 for Each Assignment)

Assignment No: 1

Q.1

Create a Folder "TMV".
In "TMV" folder create "First Semester"
Go to the Folder "First Semester"; create three files, namely 'Stud1.txt', 'Stud2.txt'
and 'Stud3.txt'.

Q.2

1. Open Ms-Word, type the text from your book then follow the instructions as listed below:
 - a) Set the headings as "Information about Ms-Word"; make it bold, font size as 16, underline the text and Font Face "Courier New".
 - b) For rest of the text apply font size as 14, font face as ARIAL BLACK and color as MAROON
 - c) Align heading to the center and rest of the text justified.
 - d) Save the document.
2. Create one document file, and then apply your name as header and page number as footer to the pages. Save the same file with your name.
3. Draw one table of 3 columns and 6 rows. Columns are SRNO, NAME and CLASS and fill 5 records. Apply auto formatting to the table. Save the changes.
4. Prepare a letter to invite your 5 guests for inauguration of your shop
(Hint: use Mail merge)

Assignment No: 2

1. Prepare PowerPoint presentation, which shows information about "Tilak Maharashtra Vidyapeeth". This show has to contain at least 7 slides containing slide transition and custom animation effect on mouse click.

Q.4

1. Create one table of the headings SRNO, Roll No, Name, Mark1, Mark2 and Mark3. Set at least 5 rows with correct detail.
 - a) Apply Functions to above table – SUM, AVERAGE, COUNT
 - b) Calculate Percentage.
 - c) Again add another column as "Grade", find out these using nested if formula Range for grades are:
 - A+: Above 75 and less than 100
 - A: Between 60 and 75
 - B: Between 50 and 60

C: Between 40 and 50
Fail: Below 40

Assignment 3

Create one table as SRNO, Name, Quantity taken, product produced. These are the data, which shows quantity taken by cadets to produce product. So fill up at least 10 records. Using this table, place at sheet no three 'Line Chart'.

Q. 6

Create Database for Maharashtra Bank

Create table Loan. In table Loan following are the fields: LoanNo, BranchName, Amount;

Create form to accept input for the above table.

Write SQL queries for the following criteria

- a) Find the names of all branches in the loan relation.
- b) Find all the records from Loan , display loan amounts greater than 1000.
- c) Find all loan numbers for loans made at the 'Aundh' branch with loan amounts greater than 1200.
- d) Find the loan number of those loans with loan amounts between 90,000 and 1, 00,000.
- e) Find the loan numbers and loan amount for all loans at the 'Aundh' branch.
- f) Find the average account balance at each branch.