

Seat No: \_\_\_\_\_

Enrollment No: \_\_\_\_\_

**PARUL UNIVERSITY**  
**FACULTY OF IT & COMPUTER SCIENCE**  
**PARUL INSTITUTE OF COMPUTER APPLICATION**  
**BCA/IMCA 2019–20 Mid Semester Examination- Practical**

**Semester: 1**

**Date: 09/09/2019**

**Subject Code: 05101101/05301101**

**Time: 09:30 to 11:30**

**Subject Name: Fundamentals of Computer & PC Software**

**Total Marks: 20**

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**Set - A**

**Q.1 Journal**

**[5] marks**

**Q.2 Definition**

**[15] marks**

**1. Formatting Paragraph in Word**

The Fairy Tales we deserve

The Disney Stories that enchant us today are drawn from ancient, worldwide folk tradition. Some folklorists believe that "Cinderella" in its most basic form--neglected youngest child is tested, found worthy, rewarded with mate--dates back to the Old Stone Age.

Cinderella

Folk versions of "Cinderella" were related in hundreds of societies. In these stories, the "test" for the unfortunate child is different. Our familiar Cinderella is beautiful and has tiny feet. By contrast, the Japanese Cinderella gets her Prince by writing a prize-winning poem.

Other fairytales include :

- Little Red Riding Hood
- Three Little Pigs
- Beauty and the Beast

**Exercise:**

1. Save your work as "Fairytale" on my Desktop.
2. Change the line spacing of the paragraphs to 1.5.
3. Replace the word "beautiful" with magnificent.
4. Apply a 6pt width page border to the document.
5. Make your word document password protected.

**2. Salary Calculation**

**Create a spread sheet with employee name, designation and basic salary**

Calculate Allowance based on given Condition.

1. HRA is 10% on Basic Salary if Salary more than 20000.
2. DA is on 25% on Basic Salary.
3. Medical Allowance (MA) = Executives get MA Rs 1000, Officers get MA Rs 700 & Assistants get MA Rs 500
4. Calculate Gross Salary. Gross Salary = Total of Basic + HRA + DA + MA

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**Set - B**

**Q.1 Journal**

**[5] marks**

**Q.2 Definition**

**[15] marks**

**1. Word art and clip art**

1. Create new document and create the graphical objects as below.



2. Use WordArt to create the title **Microsoft Training**.

3. Create text box for the Microsoft Word: Filled in **Green**, Font: **20pt Times New Roman**.  
Microsoft Excel: Filled in **Gradient Green and White**, **no line borders**, Font: **20pt Times New Roman**. Microsoft PowerPoint: Filled with **Marble Texture**, **no line borders**, Font: **20pt Times New Roman**.

4. Add the ClipArt. Tips: Use Education as search term.

5. Add callouts object and insert text as shown.

**2. Created the following worksheet and do as directed**

***All India Drama Contest***

Year Tickets Sold Revenue

1997 20000 989,050

1999 26,123 1,645,890

2000 24,670 1,198,070

1. Insert a column 'Number of Teams' between columns 'Year' and 'Tickets sold' with values '32', '38', '39'.

2. Insert a row between row 3 and row 4 with values '1998', '37', '23,290', '1,200,490'.

3. Delete column 'Revenue'.

4. Rename the Sheet1 with name 'Format cells'.

5. Delete Sheet3.

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**Set - C**

**Q.1 Journal**

**[5] marks**

**Q.2 Definition**

**[15] marks**

**1. Mail Merge**

Use mail merge feature to send Invitation letter for Birthday celebration to all Friends. Insert at least 10 records. Use proper formatting.

**2. Filter Data of Excel Sheet**

Order no.	Date	Driver's name	Item	Number of items	Transport	Destination
100001	2/1/2013	John May	TV	25	truck 4	Boston
100002	2/1/2013	Peter White	washing machine	30	truck 3	NY
100003	2/2/2013	Carl Nowak	washing machine	15	truck 3	Philadelphia
100004	2/3/2013	Peter White	TV	32	truck 4	NY
100005	2/3/2013	George Ramsay	refrigerator	25	truck 3	Boston
100006	2/3/2013	Carl Nowak	washing machine	18	truck 1	Baltimore
100007	2/3/2013	John May	refrigerator	15	truck 2	Philadelphia
100008	2/4/2013	Carl Nowak	refrigerator	25	truck 3	Baltimore
100009	2/4/2013	Peter White	TV	30	truck 1	Pittsburgh
100010	2/4/2013	George Ramsay	refrigerator	15	truck 2	NY
100011	2/4/2013	Mertl Pavel	microwave	25	truck 3	Philadelphia
100012	2/4/2013	John May	washing machine	14	truck 4	NY
100013	2/5/2013	John May	washing machine	25	airplane	Baltimore
100014	2/5/2013	Carl Nowak	TV	30	truck 4	Philadelphia
100015	2/5/2013	George Ramsay	microwave	15	truck 3	Boston
100016	2/5/2013	Peter White	TV	15	truck 1	Pittsburgh

1. Display sum of washing machine items.
2. Display sum of items transported by truck 4.
3. Sum of items transported by trucks.
4. Number of microwave orders in Boston.
5. Number of Peter White journeys with truck 1.

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**Set - D**

**Q.1 Journal**

**[5] marks**

**Q.2 Definition**

**[15] marks**

**1. Macros**

**Exercise:**

1. Create Macro to print Welcome
2. Create Macro in that put the Company name and Logo.

**2. Filter Data of Excel Sheet**

Order no.	Date	Driver's name	Item	Number of items	Transport	Destination
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100002	2/1/2013	Peter White	washing machine	30	truck 3	NY
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100004	2/3/2013	Peter White	TV	32	truck 4	NY
100005	2/3/2013	George Ramsay	refrigerator	25	truck 3	Boston
100006	2/3/2013	Carl Nowak	washing machine	18	truck 1	Baltimore
100007	2/3/2013	John May	refrigerator	15	truck 2	Philadelphia
100008	2/4/2013	Carl Nowak	refrigerator	25	truck 3	Baltimore
100009	2/4/2013	Peter White	TV	30	truck 1	Pittsburgh
100010	2/4/2013	George Ramsay	refrigerator	15	truck 2	NY
100011	2/4/2013	Mertl Pavel	microwave	25	truck 3	Philadelphia
100012	2/4/2013	John May	washing machine	14	truck 4	NY
100013	2/5/2013	John May	washing machine	25	airplane	Baltimore
100014	2/5/2013	Carl Nowak	TV	30	truck 4	Philadelphia
100015	2/5/2013	George Ramsay	microwave	15	truck 3	Boston
100016	2/5/2013	Peter White	TV	15	truck 1	Pittsburgh

1. Count number of order in Boston.
2. Count number of Microwave order.
3. Count number of journeys with truck 3.
4. Count number of Peter White journeys.
5. How many times is no. of items less than 20.