

Paper Code: BCADSC 1.8

Paper Title: Office Automation lab

Teaching Hours: 3 Hrs / Week

Marks: Th-40+IA-10

Credits: 1

NOTE: The term works of Section A must be implemented in MS-Excel and the term works of Section B in MS-Access.

Section A:

1. Design a Calendar of July month.
2. Prepare a bill with the following details :Sr No. Item Name, Rate, Quantity, Amount, Discount (10%), Net Amount. Also Calculate Grand total of the Net Amount.
3. Create a Salary Sheet of Employees with following fields: Eon, Name, Basic Salary, HRA (7% of Basic Salary), DA(80% of Basic Salary), Gross Salary, PF (12% of Basic Salary), And Net Salary. Enter the formula for HRA, DA, Gross Salary, PF and Net Salary.
4. Using Ms-Excel draw X-Y Line Chart and Bar Charts based on the following worksheet data and write the steps

ITEM	MONTHLY SALES (in Thousands)
Cotton	2,750
Wool	3,100
Yarn	2,975
Jute	2,100
Fiber	3,010

5. Prepare Students Attendance Report as Follows: Use appropriate type of Cell Referencing in a formula
6. *Using Functions & simple if* :Create a table to display Numbers 1-5. Calculate their Factorial, Square & Cube using appropriate functions. Display current date & time on the first row & Sr. no of the weekday on the second row (as shown in figure) using appropriate date functions.

Section B:

1. Create Employee table with the following fields: EmpCode (Primary key), Name, Address, phone, email & DOJ(Date of Joining). (using Table Templates) & add five Records.
2. Create 'Student' table with the following fields: (using Table Design) & add five fields.

Field Name	Validation Rule	Data Type	Description
RNO	Primary key	Autonumber	Roll Number
SName		Text	Student's Name
DOB	Less than Today	Date	Date of Birth
City		Text	City

3. Create a Select Query to display Employee details using Query wizard.
4. Using Ms-Access with suitable examples write steps and execute the following.
 - a. Create STUDENT database table.
 - b. Create appropriate records.
 - c. Add two more records to the table.
 - d. Delete 2nd record to the table.
 - e. View the records.
5. Using Ms-Access with suitable examples write steps and execute the following.
 - a. Create EMPLOYEE database table.
 - b. Create appropriate records.
 - c. Sort the records in ascending order of name.
 - d. Sort the records in descending order of salary.
 - e. View the records
6. Create a Select Query to display Item details supplied by "Vijay" (using Query Design)