

- Q. 4 Perform Mail Merge to invite your Colleagues to perform in event held in your College. Create at least 15 records. 20**
- Q. 5 Create presentation on 'Your Dream about your Career'. Minimum 5 Slides. 20**
- Q. 6 Viva + Files 20**



MJ-3707
First Year B. C. A. (Sem. I) Examination
December – 2015
106 : Practicals : Paper - X
(New Course)

Time : Hours]

[Total Marks : 140

Instructions :

नीचे दशांशविक निशानीवाणी विगतो उत्तरवडी पर अवश्य बजवी.
Fillup strictly the details of signs on your answer book.

Name of the Examination :

Name of the Subject :

Subject Code No. : Section No. (1, 2,.....) :

Seat No. :

Student's Signature

1. Write a program to create an array for N numbers, except N numbers from the user and print array element in reverse. 30

2. Write a program to print following pattern: 30

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3. Type Biodata in word: 20

- 1) Arrange all information in proper formatting.
- 2) Use Bullets and numbering to represent details.
- 3) Apply page border.
- 4) Apply shading effect to all details headings.
- 5) Display educational details in table.
- 6) Apply proper auto format to tables.
- 7) Give protection to the document.

4. Create a worksheet for following fields: 20

Emp. No	Emp Name	Designation	Salary
101	R. K. Patel	Manager	12000
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- a) Each employee must get minimum of 5000 salary. Apply proper data validation.
 - b) Designation field can have values only like Programmer, Manager and Accountant.
 - c) Add one more column Bonus and calculate Bonus according to following Criteria:
If salary is
 ≥ 5000 and ≤ 10000 then bonus is 10%
 > 10000 and ≤ 15000 then bonus is 20%
 > 15000 then bonus is 40%
 Else No Bonus (0).
 - d) Calculate Total Salary = Salary + Bonus
 - e) Display EmpNo and EmpName of those employees who are manager and getting highest salary.
 - f) Calculate average for salary and bonus column
 - g) Apply Auto Format to your Database.
5. Create a presentation slide to give information about your College. 20
Note: More than 5 slide necessary.
6. Viva + Files 20
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