



UTTARAKHAND OPEN UNIVERSITY, HALDWANI (NAINITAL)
उत्तराखण्ड मुक्त विश्वविद्यालय, हल्द्वानी (नैनीताल)

CERTIFICATE IN COMPUTER APPLICATION
ASSIGNMENT

Last Date of Submission: 15 January, 2012

**Course Title: Tools for Office Automation
(CCA-11)**

Course Code: CCA-02

Year: 2011-12(Summer)

Maximum Marks: 20

Section 'A'

Section 'A' contains 08 short answer type questions of 2.5 marks each. Learners are required to answer 4 questions only. Answers of short answer-type questions must be restricted to 250 words approximately.

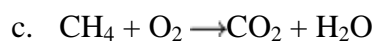
1. Discuss the features of Windows XP. Why do you think Windows XP is used widely in Desktop machines.
2. Create the following table in MS Word with contents:

Sl.No.	Article Name	No. of Items	Price
1	ABC	23	100
2	JKL	78	248
3	XYZ	90	786
4	UVW	28	567
5	WXY	10	892

3. Create a word document with following equations:

a. $A^2+B^2 = C^2$

b. $\sqrt{b^2 - 4ac}$



d. $x = \frac{a+b}{a-b}$

4. Design a small poster in MS Word about advertisement of your study center.

5. Type your one day leave application to be posted to the coordinator of the study center.
Format the leave application and apply the suitable Font Type and Font Size.
6. Create student table with the appropriate fields and add minimum 5 records.
7. Create a PowerPoint presentation about programmes running in 'School of Computer Science & IT' with the animation and transition effects.
8. Discuss 'Conditional Formatting' with a suitable example.

Section 'B'

Section 'B' contains 04 long answer-type questions of 5 marks each. Learners are required to answer 02 questions only.

1. Create the following worksheet in Excel.

ROLLNO.	NAME	COMPUTER	MATHS	SCIENCE	TOTAL
220	GEETA	56	55	49	
221	SITA	67	71	68	
222	RAM	89	76	90	
223	RAJ	35	40	36	
224	RITA	40	32	39	

- (a) Fill the TOTAL column.
 - (b) Filter the candidate whose ROLLNO > 221
 - (c) Filter the candidate whose MATHS > 70.
 - (d) Add a new column 'Percentage' and Find percentage of each student.
 - (e) Add a new column 'Result' and if the percentage is more than 40 then mark 'PASS' else mark 'FAIL' against Student.
2. Calculate HRA, DA, GPF, LIC, Gross Salary, Deductions, and Net Salary from given data in a worksheet:

(Employee no., Employee name, BASIC, HRA, DA, GPF, LIC, Gross Salary, DD, NS)

Where HRA is 15% of BASIC

DA is 13% of BASIC

GPF is 9% of BASIC

LIC is 4% of BASIC

$$\text{Gross Salary} = \text{BASIC} + \text{HRA} + \text{DA}$$

$$\text{DD} = \text{GPF} + \text{LIC}$$

$$\text{NS} = \text{GS} - \text{DD}$$

3. Create a Employee salary table and give 5 records. The salary field can't accept > 40,000 and display the records for salary > 30,000.

Field Name	Data type
S. NO.	NUMBER
EMPLOYEE NAME	TEXT
DESIGNATION	TEXT
DEPARTMENT	TEXT
SALARY	NUMBER

4. Consider the following relation:

PROJECT (project, project_name, chief_architect)

EMPLOYEE (empid, emp_name, age)

ASSIGNED_TO (project, empid)

Create table PROJECT, EMPLOYEE and ASSIGNED_TO and enter five records in each table.