**Vidya Vikas Mandal’s**

**Shree Damodar College of Commerce & Economics, Margao-Goa**

**F.Y. BCA, Semester I, PRACTICAL EXAMINATION, November 2019**

**IT TOOLS LABORATORY (SEC-101)**

**Duration: 3 Hours Batch – I SET – C Total Marks: 15**

* Create the following spreadsheet **exactly** as it is seen below**. (6 mks)**
* Use a formula to calculate the Games (G) column by adding the Wins (W), Losses (L) and Ties(T).
* Use a formula to calculate the Points (P) column. A team gets two points for a win and one point for a tie.
* Use the built in sum function to calculate the total of the For (F) column and Against (A) column.
* Compute the Result by using IF function to specify if the total is “Good” or “Bad”.
* Sort the teams by Points (largest to smallest), then by Wins (largest to smallest), and then by Team Name (A to Z).
* Find the Team Name having maximum points with the use of suitable formula.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Team India West Division** | | | | | | | |
| **Team Name** | **G** | **W** | **L** | **T** | **F** | **A** | **P** |
| Eric |  | 22 | 26 | 3 | 188 | 213 |  |
| Mave |  | 31 | 16 | 3 | 236 | 183 |  |
| Cassandra |  | 27 | 17 | 1 | 199 | 170 |  |
| Sania |  | 23 | 18 | 8 | 187 | 176 |  |
| SS Moore |  | 14 | 29 | 4 | 187 | 230 |  |
| Walter |  | 14 | 31 | 6 | 208 | 252 |  |
|  |  |  | **Total:** | |  |  |  |
|  |  |  | **Result** | |  |  |  |

1. Write functions in Excel to do the following: (2 mks)
2. Return count of empty cells from a list.
3. Return count of non-numeric characters from a list.
4. Import an image in Microsoft Picture Editor. Adjust its Brightness to 20 and contrast to -20. Rotate the picture by 180 degrees. (3 mks)
5. Create an Oriel Resume for 6 students. Customize fields wherever necessary. (4 mks)

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**Duration: 3 Hours Batch – I SET – D Total Marks: 15**

* Prepare the following spreadsheet exactly as it appears below. **(6 mks)**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Course: Science** | | | | | | | |
| **Teacher: Ms. Mary** | | | | | | | |
| **2016/2017** | | | | | | | |
| **Name** | **Student #** | **T1** | **T2** | **T3** | **T4** | **Total** | **Percentage** |
|  |  | **30** | **35** | **25** | **30** | **120** |  |
| Avery, Adam | 1203 | 25 | 31 | 19 | 21 |  |  |
| Chow, Samuel | 2219 | 10 | 15 | 10 | 14 |  |  |
| Dible, Liz | 1721 | 22 | 30 | 20 | 22 |  |  |
| Dow, Julia | 1604 | 24 | 29 | 20 | 20 |  |  |
| Frank, Joe | 1798 | 26 | 29 | 22 | 28 |  |  |
| Gill, Mary | 1115 | 25 | 30 | 20 | 25 |  |  |
| Ip, Henry | 1214 | 29 | 32 | 23 | 27 |  |  |
| Joe, Sarah | 2021 | 19 | 21 | 18 | 20 |  |  |
| Low, John | 2015 | 22 | 21 | 19 | 18 |  |  |
| Warn, Suzanne | 1320 | 12 | 12 | 14 | 9 |  |  |
|  | **Average:** |  |  |  |  |  |  |

* Calculate each student’s total mark, in the Total column, and their average mark achieved on each test in the Average row, using the built in functions.
* Format the Average row to one decimal place.
* To calculate the Percentage column, divide the Student’s Total Mark by the Total Possible Mark (which can be found in cell G5).
* Format the Percentage column to a Percent with no decimal places.
* Sort the data by Percentage (largest to smallest), and then Student Number (smallest to largest).
* Using conditional format highlight the percentage cells lower than 50 using red color and those above 70 with green color.
* Add a column, to the right of Percentage, titled "Pass/Fail". Use an IF statement to display the word 'Pass' if the percentage is greater than or equal to 50%, and to display the word 'Fail' if the percentage is less than 50%.

1. Write functions in Excel to do the following: (2 mks)
2. Return middle 3 characters from a character string.
3. Convert a string to upper case.

3) Import an image in Microsoft Picture Editor. Adjust its Brightness to 20 and contrast to -20. Rotate the picture by 180 degrees. (3 mks)

4) A company is required to send out letters to 6 employees informing them they have been selected for special bonus. Bonus Amount for the first employee should be INR 25000/-. the 2nd 3rd 4th employee get an amount of INR 20000/- and the remaining employees get INR 5000/- each. Personalize the following fields with regard to every employee in the letter using Mail Merge Employee Name, Address, Bonus Amount, Mail Id. (4 mks)

**SET-3**