Practical Question

DCA 1 – "PC Package"

1) Write about introduction of Computer and insert picture related to it.
2) Send a letter to your classmate using mail merge.
3) Create a table given below:-

Student Name		Marks 1	Marks 2
First Name	**Second Name**		

- Enter details in the above table.
- Insert one column after marks 2 and give heading as Total
- Calculate marks1 and marks 2 and write on column total.
- Bold all column names.

4) Create Worksheet in MS Excel

No	Student Name	DOA	Course	Fees

- Enter the details in sheet.
- Arrange the according to course.
- Calculate total fee.
- Create pie chart using name of student and fee column.

5) Design PPT to explain various input devices using following option.
- Design Template
- Slide Transition
- Custom Animation

Practical Question

DCA 1 – "MS Access"

Q. Create New Database name **"student"** (with relevant data type) and add following records:

Roll_NO	FNAME	SNAME	CITY	COURSE	FEE_DEPOSITED
100	ANIL	VRCE	BHOPAL	DCA	1000.00
101	SUNIL	RANA	DELHI	DCA	500.00
102	MEHUL	KOSHIK	BOMBAY	PGDCA	1500.00
104	MADHURI	CHAND!	PATNA	BCA	1200.00
105	PRMOD	MEHRA	NAGPUR	DCA	2000.00
106	SANDIP	DHEER	NAGPUR	PGDCA	1200.00
107	SHIVANI	VIRAR	SURAT	PGDCA	1000.00
108	KRANTI	NEHRU	DELHI	DCA	500.00
109	MINU	POWAi	BHOPAL	PGDCA	700.00
110	VINOD	SINHA	BHOPAL	BCA	800.00

Perform the following operation on above database:

- To display all records in the database
- To display records based on some conditions
- To display the structure of the database
- To display FNAME and city whose course name is dca
- To delete current record
- To delete records based on some condition
- To delete all the records in current database
- To replace all BOMBAY with MUMBAI
- To give details of FNAME & SNAME having fees deposited between 1400 and 3000.
- Modify the table and add one more field "INSTITUTE_NAME" and fill the data
- Sort/Index with City
- Sort/Index with FNAME & SNAME