

Note: at least 2 practical needs to be conducted from each section.

1. Introduction to MS Word

- (a) Creating
- (b) Formatting
- (c) Tables
- (d) Drawings
- (e) Printing

Practical:

- (i) Prepare a grocery list having four columns (Serial number, The name of the product, quantity and price) for the month of April, 06.
- Font specifications for Title (Grocery List): 14-point Arial font in bold and italics.
 - The headings of the columns should be in 12-point and bold.
 - The rest of the document should be in 10-point Times New Roman.
 - Leave a gap of 12-points after the title.
- (ii) Create a telephone directory.
- The heading should be 16-point Arial Font in bold
 - The rest of the document should use 10-point font size
 - Other headings should use 10-point Courier New Font.
 - The footer should show the page number as well as the date last updated.
- (iii) Create your resume

2. Introduction to MS Excel

- (a) Creating
- (b) Formatting
- (c) Tables
- (d) Charts
- (e) Printing

Practical:

- (i) Enter the Following data in Excel Sheet

| State | Qtr1 | Qtr2 | Qtr3 | Qtr4 | Qtr Total(Avg) | Rate | Amount |
|-----------|------|------|------|------|-------------------|------|--------|
| Rajasthan | 2014 | 2541 | 2351 | 2014 | | 12 | |
| Delhi | 2314 | 2589 | 6541 | 3215 | | 14 | |
| U.P. | 1234 | 5216 | 4521 | 2365 | | 15 | |
| Harayana | 8523 | 2654 | 1258 | 3269 | | 16 | |
| Punjab | 9521 | 2547 | 3569 | 2546 | | 17 | |

(a) Apply Formatting as follow:

- Title in TIMES NEW ROMAN
- Font Size - 14
- Remaining text - ARIAL, Font Size -10
- State names and Qtr. Heading Bold,
- Numbers in two decimal places.
- Qtr. Heading in center Alignment.
- Apply Border to whole data.

(b) Calculate

- Calculate Average for each quarter
- Calculate Amount = Rate * Qtr Total(Avg).

(ii) Given the following worksheet

| Roll No. | Name | Marks | Grade |
|----------|--------|-------|-------|
| 1001 | Dhoni | 84 | |
| 1002 | Virat | 58 | |
| 1003 | Raina | 66 | |
| 1004 | Rahul | 42 | |
| 1005 | Sachin | 99 | |

Calculate the grade of these students on the basis of following guidelines:
If Marks Then Grade

- >= 80 A+
- >= 60 < 80 A
- >= 50 < 60 B
- < 50 F

(iii) Given the following worksheet

| Salesman Id | Qtr1 | Qtr2 | Qtr3 | Qtr4 | Qtr Total | Commision |
|-------------|------|------|------|------|-----------|-----------|
| S001 | 5010 | 6012 | 6200 | 5200 | | |
| S002 | 7000 | 8000 | 9000 | 6325 | | |
| S003 | 4000 | 4500 | 3254 | 2145 | | |
| S004 | 6541 | 5241 | 6541 | 3265 | | |
| S005 | 5326 | 6200 | 8795 | 6900 | | |

Calculate the commission earned by the salesmen on the basis of following Candidates:
If Total Sales Commission

- < 20000 0% of sales
- > 20000 and < 25000 4% of sales
- > 25000 and < 30000 5.5% of sales
- > 30000 and < 35000 8% of sales
- >= 35000 11% of sales

The total sales is sum of sales of all the four quarters.

3. Introduction to MS Power Point

- (a) Creating
- (b) Formatting
- (c) Graphics
- (d) Effects
- (e) Printing

Practical:

- (i) Create a presentation on Memory Hierarchy of a digital computer system
- (ii) Create a presentation on Functionalities of Operating System
- (iii) Create a presentation on Input/ Output Devices of a digital computer system

4. Introduction to MS Access

- (a) Database concepts
- (b) Tables
- (c) Forms
- (d) Reports
- (e) Printing

Practical:

- (i) Create a Database
- (ii) Create a table
- (iii) Add data to table
- (iv) Create a query

5. Using essential accessories

- (a) Notepad
- (b) MS-Paint
- (c) Calculator

Practical:

- (i) Create your resume in Notepad
- (ii) Create a natural scenery in MS-Paint
- (iii) Use system calculator to convert the degree Celsius value into Fahrenheit value

Books Recommended:

1. MS-Office 2000 (For Windows), Steve Sagman
2. MS-Office 2007, Michael Price
3. Comdex Windows 7 with Office 2010, Vikas Gupta



PROGRAMMING IN C LAB

L T P
0 0 2

1. Write C program to print a message on output screen.
2. Write C program to print sum of two integers given by the user.
3. Write C program to find largest of three integers.
4. Write C program to find factorial of an integer.
5. Write C program to check whether the given number is palindrome or not.
6. Write C program to find Sum of Digits of an integer.
7. Write C program to find product of digits of an integer.
8. Write C program to find whether the given integer is a prime number.
9. Write C program to find the reverse of a number.
10. Write C program to find whether the given integer is an Armstrong number.
11. Write C program to print sum of even and odd numbers from 1 to N numbers.
12. Write C program to print the Fibonacci series.
13. Write C program to find sum and average of n integers using linear array
14. Write C program to find factorial of n by recursion using user defined functions.
15. Write C program to interchange two values using Call by value and Call by reference.
16. Write C program to convert binary number into decimal number.
17. Write C program to convert decimal number into binary number.
18. Write C program that simply takes elements of the array from the user and finds the sum of these elements.
19. Write C program to perform addition, multiplication, transpose on matrices.
20. Write a C program for searching an integer in a linear array using Linear Search Technique
21. Write C program to display the mark sheet of a student using structure.



BCA-108P

PROFESSIONAL COMMUNICATION LAB

L T P
0 0 2

1. Self Introduction
2. Soft Skills—Grooming
3. Soft Skills—Behavioural
4. Speech Delivery – I
5. Speech Delivery – II
6. Debate
7. Group Discussion – I
8. Group Discussion – II
9. Role Play – I
10. Technology in Oral Communication—Public Address System

Books Recommended:

1. Spoken English—A Manual of Speech and Phonetics by R K Bansal and J B Harrison, Orient Blackswan
2. A Course in Phonetics and Spoken English by Sethi and Dhamija, PHI
3. English Pronouncing Dictionary by Daniel Joans, CUP



1. The marks distribution for General proficiency paper incorporated in each semester of BCA will be as follows:

| S.N. | Assessment | Marks |
|-------------|--|--------------|
| 1. | Discipline/ Behavior of Students Inside/Outside Institute Campus Verified by Head of the Department with visual documents for record. | 20 |
| 2. | Participation of Students in Games/Sports/Cultural/Literary/ Hobby Events Verified by Head of the Department with visual documents for record. | 20 |
| 3. | Academic Activities/ Special Lecture/ Industrial Visits by Students Verified by Head of the Department with visual documents for record. | 10 |

2. Each BCA student shall appear in compulsory paper and clear this paper which is essential for the award of Undergraduate degree as decided by University of Lucknow.