



'সমানো মন্ত্র: সমিতি: সমানী'

**UNIVERSITY OF NORTH BENGAL**  
B.Sc. Programme 3rd Semester Examination, 2022

**SEC1-P1-COMPUTER SCIENCE (PRACTICAL)**  
**OFFICE AUTOMATION TOOLS LAB**

Time Allotted: 2 Hours

Full Marks: 20

*The figures in the margin indicate full marks.*

**Answer any *one* question on lottery basis**

1. Enter the following data into the sheet.

	Raju	Rani	Mark	Rosy	Ismail	Reshma
English	76	89	43	51	76	87
2nd Lang	55	85	78	61	47	33
Maths	65	82	34	58	52	65
Computers	45	91	56	72	49	56
Human Values	51	84	54	64	32	64

Apply the conditional formatting for marks.

- 35 < – Red
- 35 to 50 – Blue
- 51 to 70 – Green
- 71 to 100 – Yellow

2. Design a visiting card for managing director of a company as per the following specification.

- Size of visiting card is  $3\frac{1}{2} \times 2$
- Name of the company with big font
- Phone number, Fax number and E-mail address with appropriate symbols.
- Office and Residence address separated by a line

3. Create a table with following columns and display the result in separate cells for the following

- Emp Name, Basic pay, DA, HRA, Total salary
- Sort all the employees in ascending order with the name as the key
- Calculate the total salary of the employee
- Calculate the Grand total salary of the employee
- Find highest salary and
- Find lowest salary



4. Create a letterhead of a company with the following specifications
- Name of the company on the top of the page 2 with big font and good style
  - Phone no, Fax no and E-mail address with symbols.
  - Main products manufactured by the company
  - Slogans if any should be specify in bold at the bottom
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5. Create a letter as the main document and create 10 records for the 10 persons use mail merge to create letter for selected persons among 10.
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6. Create a Custom layout or Slide Master for professional presentation.
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7. Create a suitable examination database and find the sum of the marks (total) of each student and respective, class secured by the student.
- Pass: if marks in each subject  $\geq 35$
  - Distinction: if average  $\geq 75$
  - First class: if average  $\geq 60$  but  $< 50$  but less than 60
  - Third class: if average  $\geq 35$  but less than 50
  - Fail: if marks in any subject
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8. Calculate the net pay of the employees following the conditions below:

	A	B	C	D	E	F	G	H	I
1	Employee Number	Employee name	Basic pay	DA	HRA	GPF	Gross pay	Income tax	Net pay
2									

- DA:- 56% of the basic pay if Basic pay is greater than 20000 or else 44%.
  - HRA:- 15% of the Basic pay subject to maximum of Rs. 4,000.
  - GPF:- 10% of the basic pay.
  - INCOME TAX:- 10% of basic if basic pay is greater than 20000.
  - Find who is getting highest salary and who is getting lowest salary.
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9. Create a table in PPT and apply graphical representation Unit.
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10. Write a macro format document as below:

- Line spacing “2” (double)
  - Paragraph indent of 0.1
  - Justification formatting style
  - Arial font and Bold of 14pt-size.
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