

Kadi Sarva Vishwavidhyalaya, Gandhinagar
BCA Semester I
BCA106 – Part 2: Core 1 (Practical)
Office Automation and ‘C’

University Examination Duration: 3 Hours (Per Batch)

Teaching and Evaluation Scheme:

Sub. Code	Sub. Type	Subject Title	Teaching Scheme		Exam Scheme				
			Cr.	Hrs. / Week	Theory		Practical		Total Marks
					Internal	External	Internal	External	
BCA 106	Core	Office Automation and ‘C’	2	4	-	-	15	35	50

(Practical List)

Office Automation:

Open Office writer

Creating a new document, Opening an existing file and saving it in a new location, Editing your work, Understanding the clipboard, Working with fonts, Working with size, emphasis, and colour, Formatting paragraphs, Understanding styles, Checking your spelling, Automated correction tools, Customising your OpenOffice.org Writer work space, Understanding the macro and mail merge, Understanding the menus

Open Office Spreadsheet

Introduction to Spreadsheets, Open, Save and Close Spreadsheet, Enter Data in Spreadsheet,

Basic Calculations – Addition, Subtraction, Multiplication, Division, Insert Column and Row, Format Cell and its Contents, Stock Register, Customizing the Interface, Use Currency Symbols, Format Cell Contents – Font Style and size, Delete – Columns and Rows, Spell check, Border and Colour the cells, Managing Worksheets in a Workbook, Print a Worksheet, OpenOffice Impress, Creating An Impress Presentation, Creating A Presentation, Enhancing the Presentation, Animating Objects and Adding Sound Effects

‘C’:

Write an Algorithm, flowchart and a program in C language for the following:

1. Understand the concept of input output function:
 - To enter name and age and print it.
2. Understand the concept of arithmetic operations:
 - To get addition of two nos.
 - To perform Arithmetic Calculation (Addition, Subtraction, Multiplication & Division)
 - To find area of circle.
 - To calculate simple interest.
 - To compute and display value of x . $x = a/b-c$. Given the values of three variables

- a, b, c, a=250, b=85, c=25
 - To convert the currency i.e. RS to Dolor and Dolor to RS.
 - To convert the measurement i.e. feet to inch. And inch to feet.
 - To find cube of given no.
3. Understand the concept of assignment operator:
 - To interchange (swapping) two values with using third variable
 - To interchange (swapping) two values without using third variable
 4. Understand the concept of control statement:
 - To find given no. is odd or even.
 - To find given no is positive, negative or zero.
 - To find maximum no from 2 nos.
 - To find minimum no from 2 nos.
 - To find maximum no from 3 nos.
 - To find minimum no from 3 nos.
 - To enter salary of an employee. if salary is greater than 10000 then add 2000 extra in salary otherwise 1000 and print it
 - To enter age of any person. If age is greater than 18 then print message he/she is eligible for vote otherwise he/she is not eligible for vote.
 - To enter subject marks, make total, find percentage and print class grade according to following criteria.
 If per >= 70 then print "Distinction"
 If per >= 60 then print "First"
 If per >= 50 then print "Second"
 If per >= 40 then print "Pass"
 Otherwise print "fail"
 5. Understand the concept of branching statements:
 - Write a C program to Check entered char is capital, small, digit or any special Character.
 - Write a C program to read number 1 to 7 and print relatively day Sunday to Saturday (Using switch Statement).
 6. Understand the concept of looping statements:
 - Write a algorithm ,flowchart and program to find out the max. And min. number from given 10 numbers.
 - Write a algorithm ,flowchart and program to find the sum of digit of accepted number.
 - Write a algorithm ,flowchart and program to find the sum of first 10 odd numbers and even numbers.
 - Write a C program to find factorial of accepted numbers.
 - Write a C program to find whether the accepted string is palindrome or not.
 - Write a C program to find out even and odd numbers from 1 to 50 numbers.
 - Write a C program to check the accepted number is prime or not.
 - Write a C program to check the accepted number is Armstrong or not.
 - Write a C program to print first 10 Fibonacci nos.
 - Write a C program which will generate following series: 10, 9, 8, 7, ..., 1. or N, n-1, n-2, ..., 1
 - Write a C program, which will generate following series: 1, 4, 9 ... N².
 - Write a C program, which will find out sum of following series: 1+1/2²+1/3²+.....1/N²
 - Write a C program to print first 20 prime numbers.

- Write a C program to print reverse number of accepted no.
7. Obtain a preliminary idea of desired pattern using looping statements:
- Write a C program to display following output on the screen.

(a)	(b)	(c)	(d)
1	54321	C	COMPUTER
12	4321	CO	COMPUTE
123	321	COM	COMPUT
1234	21	COMP	COMPU
12345	1	-----	-----
		COMPUTER	C

8. Understand and learn the concept of multiple data storage using array concept:
- Write a C program to find sum of value of array.
 - Write a C program to arrange the accepted numbers in ascending and descending order.
 - Write a C program to find maximum & minimum value from the given array.
 - Write a C program to display the two matrices and perform the addition of the two matrices.
9. To get a brief idea of string functions:
- Write a C program to convert given line into upper case or lower case.
 - Write a C program to count no of word, character, line and space from given text.
 - Write a C program to sort given string in ascending order.
 - Write a C Program to copy one string to another string.
 - Write a C Program to concatenation of two strings.
 - Write a C Program to compare two strings.
 - Write a C Program to find length of string.

Evaluation Scheme:

Practical	Viva	Journal	Total
21	7	7	35

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