

Jagannath International Management School

Vasant Kunj, New Delhi-110070

(Affiliated to Guru Gobind Singh Indraprastha University, New Delhi)

Recognized u/s 2(f) by UGC & Accredited with 'A' Grade by NAAC

Participant of UNGC & UNPRME, New York

ISO 9001:2015 Quality Certified

Bachelor of Business Administration (BBA)

Course – BBA

Semester: I

Subject Code: 17111

Subject: CA Lab

Q1. Introduction to MS Office and its tools.

Q2. Introduction to MS-WORD and its features.

Q3. Write a paragraph in MS Word and use following formatting features:

- 1) Divide the document in 2 columns
- 2) Insert a picture and apply Wrap Text
- 3) Apply border to the entire document
- 4) Apply Word Art feature
- 5) Apply line Multiple Line Spacing.

Q4. Create a Book Index in MS Word using bullets and numbering (Use any book index as source) and Create a Cover Page for the same.

Q5. Create a Time Table of your class in MS Word using Table feature.

Q6. Create a Letter Head of JIMS College with its complete address and issue a Character certificate on the same.

Q7. Write a Job Letter and Hyperlink your CV.

Q8. Draw a Flowchart for finding the greater of 2 numbers.

Q9. Write an invitation letter in MS Word and use Mail Merge feature to add recipients.

Q10. MS PowerPoint- Types of Slides.

Q11. Create a Presentation on topic of your choice (add animations effect, timer, notes, slide number, related pictures and tables). It should contain at least 5 slides.

Q12. Introduction to MS Excel and its Features.

Q13. Create a report of Online Shopping Website based on last 5 years data using bar graphs.

Q14. Create a Student Report Card in MS Excel with 5 names and 5 subjects and calculate Total Marks and Average and perform conditional formatting as: Green Color for marks above 80% and Red for marks less than 50%.

Q15. Use of Pivot Table.

Q16. Use of Goal Seek Feature.