Jagannath International Management School

VasantKunj, 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

BCA-I (2020-21)
Academic Session-(Dec -March 2021)
(BCA-153) ICIT Lab Practical List)

1. Write down a brief introduction of MS Word.

2. Create a word document and mention 5 input devices and 5 output devices along with picture.

3. A. Create a word document and paste the screenshot of your office button/ file menu options and explain all the menu options.
   B. Screenshot of your Quick Access Toolbar. (2 screenshots- before and after)
   C. Screenshot of Autosave option.

4. Create a word document: Write 2 two paragraphs about Introduction to computers and use the following:
   1. 5 different font types (write name also)
   2. Use Bold, Italics, strikethrough, and superscript.
   3. Include any 3 test effects, use left alignment for one paragraph and use justify for second paragraph.
   4. Insert 5 bullet points about MS word show the application of multilevel list.

5. Create a Table in Word for calculating the result of BCA Ist year - Mid Term I and Mid Term II for the following subjects : ICIT, Programming in C, Maths, Technical Communication and Physics. Find the sum and average marks for each student.

6. A. Create a watermark namely: Assignment 5 and insert the following equations (replace all x by Y). Insert one picture also.

   i. $(x+a)^n = \sum_{k=0}^{n} \binom{n}{k} x^k a^{n-k}$

   ii. $(1+x)^n = 1 + \frac{nx}{1!} + \frac{n(n-1)x^2}{2!} + \cdots$

   iii. $(x)^n = 1 + \frac{x}{1!} + \frac{(n-1)x^2}{3!} - \iint xy$

   iv. $f(t) = ab_0 + \sum_{n=1}^{\infty} \left(a_{n+1} \cos\frac{\pi x}{L} + b_{n-1} \sin\frac{n\pi x}{L} \right)$

   B. Use smart Art and briefly describe the admission process.
   C. Write down the steps for showing the implementation of Cross-reference.

7. Create a Word document about the Blood Bank Donation Drive in the campus and create a macro of 'Jagannath International Management School'. Make appropriate use of headers and footers.

8. Create a Web page about JIMS highlighting its achievements and courses.

9. Write down the steps for creating a mail merge along with an example.

10. Write down a brief introduction of MS Excel.

11. Create a Spreadsheet namely: Result Analysis of your class .Find the topper of the class, Average marks, No. of students passed in every subject, No. of students failed in every subject.

12. Create a spread sheet namely Summer Internship for BCA containing the names, enrolment numbers, company, name and address, contact number, Remarks . Create a macro of HCL Technologies and NIC. Make an analysis using a chart of various companies along with the total no. of trainees.

13. Write down a brief introduction of MS PowerPoint.

14. Create an Interactive presentation on the topic that you have given for your Class presentation.

15. Create a presentation on Infosys and IBM .Bring out a detailed comparison between the two companies using charts.

16. Create an interactive presentation on the topic Types of Operating System that includes the multimedia components like audio and video clip.

17 Create a Google form for IT Quiz. Add any 10 questions of your choice with name and enrolment as the required field in the form. Student can select their class and shift from the available option.