

AG & SG SIDDHARTHA COLLEGE OF ARTS AND SCIENCES - VUYYURU.

An Autonomous college within the jurisdiction of Krishna University A.P, India.

(With Effect from Academic Year 2018-'19)

COMPUTER SCIENCE	CCSC-303C	2018-'19	B.Com. (C.A)
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SEMESTER – III PAPER – III Max. Marks 75 Pass Marks 30 Total Hrs: 60

Model Paper

Office Automation Tools

NO Of Hours: 5 Credits: 4

Section- A

Answer FIVE Questions. Each Question carries FIVE Marks.

5*5=25M

1. Explain Features of Excel?
2. Explain Number Formatting in Excel?
3. Explain How to Change row Height??
4. What are advantages of Functions?
5. Explain what is sorting?
6. Explain how to delete Macro?
7. Write any 5 Features of Access?
8. Describe Query used in MS-Access?

Section- B

Answer FIVE the Questions. Each Question carries TEN Marks.

5*10=50M

9. Explain Parts of Excel Sheet with neat Diagram.
10. Explain AutoFill and Custom Fill Options in Excel.
11. Explain different types of Functions available.
12. Explain different Formatting options.
13. What is Chart? Explain different types of Charts.
14. What is Macro? Explain Creating and Editing of Macro.
15. What is Form? Explain Creating Form using Form Wizard.
16. Explain How to Create a Query, Showing, all records after Query and Saving Query.

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SEMESTER – III	PAPER – III		Max. Marks 75

Guidelines for paper setting '**OFFICE AUTOMATION TOOLS**'

Unit wise weightage of Marks

	Section-A (Short answer questions)	Section-B (essay questions)
Unit-1	2	2
Unit-2	2	2
Unit-3	2	2
Unit-4	1	1
Unit -5	1	1

- Each Short answer question carries 5 marks in Section –A
- Each Essay question carries 10 marks in Section –B
- The Question papers setters are requested to cover all the topics in the syllabus stipulated as per the weightage given by us

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SEMESTER – III PAPER – III Max. Marks 50 Pass Marks 20 Total Hrs: 30
Lab list Office Automation Tools

Ms-Word

1. Create a vesting Card
2. Create a template for organization using header & footer
3. Mail merge Procedure

Ms-Excel

1. Create an electronic spreadsheet in which you enter the following decimal numbers and convert into Octal, Hexadecimal and Binary numbers vice versa. Decimal Numbers: 35, 68, 95, 165, 225, 355, 375, 465. Binary Numbers: 101, 1101, 111011, 10001, 110011001, 111011111.
2. The ABC Company shows the sales of different products for 5 years. Create column chart, 3D-column and Bar chart for the following data
YEAR PRODUCT-1 PRODUCT-2 PRODUCT-3 PRODUCT-4
2003 1000 800 900 1000 2004 800 80 500 900 2005 1200 190 400 800 2006 400 200 300 1000
2007 1800 400 400 1200
3. Create a suitable examination data base and find the sum of the marks(total) of each student and respective class secured by the student rules:
Pass if marks in each subject ≥ 35
Distinction if average ≥ 75
First class if average ≥ 60 but < 75
Second class if average ≥ 50 but < 60
Third class if average ≥ 35 but < 50
Fail if marks in any subject is < 35
Display average marks of the class, subject wise and pass percentage
4. Create an electronic spread sheet in which you enter date and time functions in Excel
5. Create a electronic spread sheet in statistical and mathematical functions in Excel

MS-PowerPoint

1. Make a Power point presentation on your strengths, weaknesses, hobbies, factors that waste your time.
2. Make a Power point presentation to represent your College profile.
3. Make a Power point presentation of all the details of the books that you had studied in B.Sc. First Year.

4. Create a Presentation without Animation.

MS-ACCESS

1. Create a database using MS-ACCESS with at least 5 records table1 structure: register number , name, dob, gender, class table2 structure: register number m1 m2 m3 m4 m5 total maintain the relationship between two tables with register number as a primary key and answer the following queries: show the list of students with the following fields as one query register number name gender total marks

2. Maintain the relationship between above two tables with register number as a primary key and answer the following reports: reports must have following columns report1 with register number, name, marks of all subjects and 90 hrs (3 hrs/ week) computer science 10 of 44 total report2 with register number, total , percentage.

3. Create a database using ms-access with at least 5 records table1 structure: emp-code emp-name age gender dob table2 structure: emp-code basic-pay maintain the relationship between two tables with emp-code as a primary key generate the following reports: report1: emp-code emp-name basic-pay da,hra gross-salary report2: emp-code emp-name age gender gross-salary

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SEMESTER – III PAPER – II Max. Marks 50 Pass Marks 20 Total Hrs 30

Syllabus Internet Fundamentals and Web Tools NO. Of Hrs: 2 Credits: 2

Unit-I : 6Hrs

Fundamentals of Internet : Networking Concepts, Data Communication – Types of Networking, Internet and its Services, Internet Addressing – Internet Applications – Computer Viruses and its types – Browser –Types of Browsers.

Unit-II: 6Hrs

Internet applications: Using Internet Explorer, Standard Internet Explorer Buttons, Entering a Web Site Address, Searching the Internet – Introduction to Social Networking: twitter, tumblr, LinkedIn, face book, flicker, Skype, yelp, vimeo, yahoo, Google+, YouTube, WhatsApp, etc.

Unit-III : 6Hrs

E-mail :Definition of E-mail - Advantages and Disadvantages – User-Ids, Passwords, Email Addresses, Domain Names, Mailers, Message Components, Message Composition, Mail Management, Email Inner Workings.

Unit IV: 6Hrs

WWW- Web Applications, Web Terminologies, Web Browsers, URL – Components of URL, Searching WWW – Search Engines and Examples

Unit-V : 6Hrs

Basic HTML: Basic HTML – Web Terminology – Structure of a HTML Document – HTML, Head and Body tags – Semantic and Syntactic Tags – HR, Heading, Font, Image and Anchor Tags –Different types of Lists using tags – Table Tags, Image formats – Creation of simple HTML Documents.

Reference Books :

1. In-line/On-line : Fundamentals of the Internet and the World Wide Web, 2/e - by Raymond Greenlaw and Ellen Hepp, Publishers : TMH

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SEMESTER – III PAPER – II Max. Marks 50 Pass Marks: 20 Total: 30 Hrs

Modal Paper: Internet Fundamentals and Web Tools NO. Of Hrs: 2 Credits: 2

Section- A

Answer FOUR Questions. Each Question carries FIVE marks.

4X5=20M

1. Explain types of Browsers?
2. Explain Internet Applications.
3. Write a short note on Internet Explorer?
4. Explain User Id and Password of e-mail?
5. Explain Advantages and disadvantages of electronic mail.
6. Explain about WWW?
7. Explain briefly about web application.
8. Explain Head and Body tags in HTML Document?

Section- B

Answer Any THREE Questions. Each Question carries TEN Marks.

3×10=30M

9. Explain types of Networking?
10. Explain Internet Services?
11. Explain any 10 Social Net Working Sites
12. Explain Message Composition.
13. Explain different types of Search Engines.
14. Explain different lists in HTML.

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SEMESTER – III

PAPER – II

Max. Marks 50

Guidelines for paper setting '**INTERNET FUNDAMENTALS AND WEB TOOLS**'

Unit wise weightage of Marks

	Section-A (Short answer questions)	Section-B (essay questions)
Unit-1	2	2
Unit-2	2	1
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