



PGDCA – 1ST SEMESTER PRACTICAL EXAMINATION DECEMBER 2025

Time: 2 Hours

Full Marks: 90

Q.1 [20 Marks] – MS Word

Design the following in MS Word:

- Create a College Admission Form with fields:
 - Student Name
 - Father's Name
 - Date of Birth
 - Address
 - Course Applied For
 - Mobile Number
 - Email ID
- Insert two images (College Logo at the top-left and Student Photo box at the top-right).
- Apply:
 - Page Border (Blue, Box type)
 - Heading in WordArt: 'Admission Form – 2025'
 - Font Style: Calibri, Size 12
- Save the file with the name Admission_Form using shortcut keys.

Write all steps you followed.

Q.2 [10 Marks] – MS Excel

Prepare the following Sales Report in Excel:

Month	Product A	Product B	Product C	Total
Jan	25000	18000	22000	
Feb	30000	20000	25000	
Mar	28000	22000	26000	
Apr	32000	21000	27000	

Requirements:

- Calculate the Total Sales (use SUM formula).
- Create a Bar Chart to compare monthly total sales.
- Add Chart Title: 'Monthly Sales Report'.
- Save the file as Sales_Report.xlsx.

Write the formulas and steps used.

Q.3 [10 Marks] – MS PowerPoint

Create a 5-slide presentation on the topic 'Cyber Security Awareness':

1. Title Slide (Topic, Name, Course).



2. Slide 2 – Insert an image related to Cyber Security.
 3. Slide 3 – Insert a SmartArt diagram showing '5 Safety Tips'.
 4. Slide 4 – Insert a Table showing 'Strong Password vs Weak Password'.
 5. Slide 5 – Insert 'Thank You' (Font size: 60).
- Apply transitions and animations.
 - Save the file as CyberSecurity.pptx.

Write all steps you followed.

Q.4 [15 Marks] – MS Access

Create a Database named Library with a table 'Book_Issue' having the following fields:

Roll No	Student Name	Book Title	Author	Issue Date	Return Date	Fine
101	Rajesh	C Programming	E Balag.	01-01-2025	15-01-2025	0
102	Meena	DBMS Concepts	Korth	05-01-2025	20-01-2025	0
103	Sumit	Java Complete	Schildt	07-01-2025	22-01-2025	0

Requirements:

- Roll No → AutoNumber
- Student Name, Book Title, Author → Text
- Issue Date, Return Date → Date/Time
- Fine → Currency
- Create a Query to show students who paid Fine > 0.

Write all steps used.

Q.5 [20 Marks] – MS DOS

Perform the following using Command Prompt:

1. Create a directory named PGDCA.
2. Inside it, create a file Result.txt.
3. Open and write text into the file.
4. Rename the file to Marksheet.txt.
5. Copy it into another directory named Backup.
6. Move the file back to PGDCA directory.
7. Apply Read-only attribute to the file.
8. Remove the attribute and delete the file.
9. Finally, delete both directories.

Write all commands used.

Q.6 [15 Marks] – SQL

Create and manipulate the following table in SQL:

Table Name: **Student_Details**



Stu_ID | Name | Course | Fees | Admission_Date

1 | Riya | PGDCA | 15000 | 01-Jan-25
2 | Mohit | DCA | 10000 | 05-Jan-25
3 | Anita | ADCA | 12000 | 07-Jan-25

Tasks:

- Create the table using SQL commands.
- Insert the above records.
- Display all students whose Fees > 12000.
- Update Anita's Fees to 13000.
- Delete Mohit's record.

Write all SQL commands used.