

INSTITUTE OF INDUSTRIAL & INFORMATION TECHNOLOGY (IIIT)

AN ISO 9001:2015 CERTIFIED INSTITUTE

JUNE 2024 Practical Exam Questions DCA(6 MONTHS)

Time:- 2 hr

Marks:- 120

1. Do it on MS Word.

(20)

Create a new document and set the page margins to 1 inch on all sides.

Press =rand(5)

Task: Format the following text as a bulleted list:

Task: Apply bold formatting to the title of your document.

Task: Insert a comment at the end of the document with the text "Add a conclusion here."

Task: Change the font of the entire document to Arial.

Task: Insert a table with 3 columns and 4 rows. Enter any data of your choice into the table.

Task: Use the "Find and Replace" feature to replace all occurrences of the word "old" with "new" in your document.

Task: Insert a hyperlink to a website of your choice.

Task: Add a page break after the bulleted list in your document.

Task: Insert a page number in the footer of your document.

Task: Change the line spacing of the entire document to 1.5.

2. Calculate the following on Excel Sheets

(20)

a.

Sl no	Name	DOB	Year	Month	Days
1	Vivek	2-3-2002			
2	Aniket	6-9-2004			
3	Mahesh	4-4-2006			
4	Shyam	4-6-2001			

b.

(20)

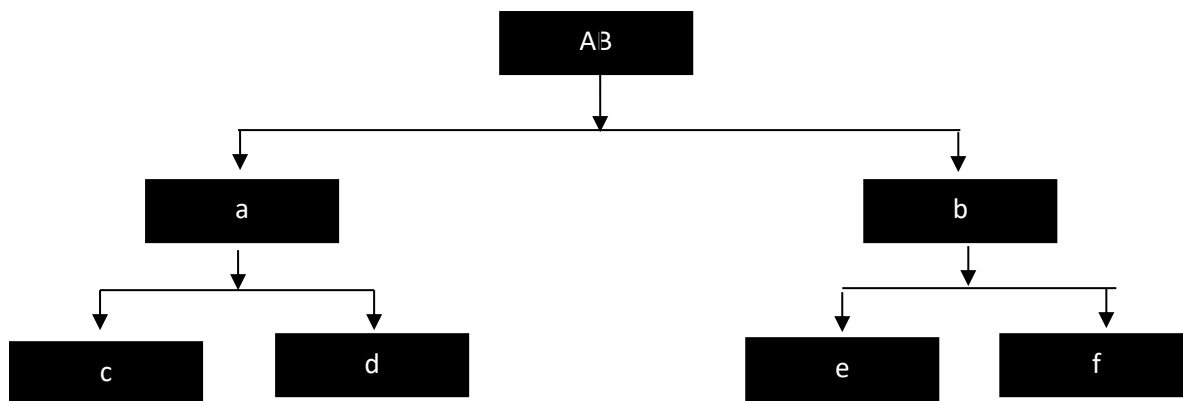
Sl no	Hourly Rate	Hours worked	Basic	Allowance	Goss Salary
1	600	5			
2	500	6			
3	900	4			
4	800	9			
5	400	5			
6	800	4			

- Find the Basic Salary
- Find the Allowance (20% of Basic)
- Find the gross salary

3. Create a Power Point presentation of 12 slide by entering all the months name also use all types of slide which are given in the power point , set different design transition and animation for each page **(20)**

4. Create This Structure on MS DOS

(20)



- Create 1 Document file in the C directory
- Copy the same file to the F directory

5. Prepare a Balance Sheet

(15)

Individual Person			
1 Small Street			
XYZ Colony			
Jaipur			
Balance Sheet			
1-Apr-2018 to 31-Mar-2019			
Liabilities		Assets	
as at 31-Mar-2019		as at 31-Mar-2019	
Capital Account	284019.00	Fixed Assets	434103.00
Proprietor's Capital Account	284019.00	Plot	350000.00
Loans (Liability)	500000.00	Motor Cycle	32513.00
Unsecured Loans	200000.00	Computers	14750.00
Secured Loans	300000.00	Machinery	36840
Current Liabilities	80000.00	Investments	280000.00
Sundry Creditors	80000.00	HDFC FD	200000.00
		Post Office RD	80000
		Current Assets	149916.00
		Sundry Debtors	50000.00
		Cash-in-Hand	25400.00
		Bank Accounts	74516.00
Total	864019.00	Total	864019.00

6. Journalise the following entries & also mention the appropriate voucher types

(5)

- a. Aditya started business with cash of Rs. 150000
- b. Deposit 56000 in SBI Bank
- c. Paid Salary from SBI Bank of Rs5200
- d. Withdraw 6200 from SBI Bank
- e. Paid rent of Rs 2500

