



## ADCA – 1ST SEMESTER PRACTICAL EXAMINATION DECEMBER 2025

Time: 2 Hours

Full Marks: 90

### Q.1 [15 Marks] – MS Word

**Create the following document in MS Word:**

- Title: Indian Railways – Reservation Form
- Include placeholders for:
  - Passenger Name
  - Age
  - Gender
  - Train Number
  - Date of Journey
  - Boarding Station
  - Destination Station
  - Mobile Number
  - ID Proof
- Insert space for passenger's photo at the top-right corner.
- Add a short application to the Station Manager requesting ticket booking.
- Apply the following formatting:
  - Page Size: A4
  - Page Orientation: Landscape
  - Page Border: Dotted, Blue
  - Font: Times New Roman, Size 12

### Q.2 [15 Marks] – MS Excel (Student Result Sheet)

**Prepare the following Result Sheet in Excel:**

| Roll No | Name   | Subject 1 | Subject 2 | Subject 3 | Total | Percentage | Grade |
|---------|--------|-----------|-----------|-----------|-------|------------|-------|
| 101     | Anil   | 55        | 62        | 70        |       |            |       |
| 102     | Priya  | 80        | 75        | 68        |       |            |       |
| 103     | Ramesh | 65        | 65        | 55        |       |            |       |
| 104     | Neha   | 72        | 85        | 78        |       |            |       |
| 105     | Amit   | 40        | 50        | 35        |       |            |       |

#### **Requirements:**

- Merge and center the heading 'Student Result Sheet'.
- Font size 16, Bold, Underline.
- Calculate:
  - Total
  - Percentage
  - Grade  $\geq 75 \rightarrow A$ ,  $60-74 \rightarrow B$ ,  $45-59 \rightarrow C$ ,  $<45 \rightarrow \text{Fail}$
- Apply table borders.
- Highlight rows of 'Fail' students in red.



Write all formulas and steps used.

## Q.3 [15 Marks] – MS PowerPoint

**Create a 4-slide PowerPoint Presentation on the topic 'Digital India Initiative':**

1. Title Slide – Digital India Initiative (insert title and subtitle).
2. Slide 2 – Insert an image related to Digital India.
3. Slide 3 – Insert a SmartArt diagram showing 3 Pillars of Digital India.
4. Slide 4 – Insert a Pie Chart showing Internet Usage in India (Rural vs Urban).

- Apply any professional design template.
- Add transitions and animations.
- Save the presentation.

Write all steps you followed.

## Q.4 [15 Marks] – MS Access

**Create a database named Library with a table 'Books' having the following structure:**

| Book ID | Title            | Author    | Publisher   | Year | Price | Availability | Category |
|---------|------------------|-----------|-------------|------|-------|--------------|----------|
| 1       | C Programming    | E. Balag. | Tata McGraw | 2020 | 350   | Yes          | Computer |
| 2       | Excel Made Easy  | John Ray  | Pearson     | 2019 | 250   | Yes          | Office   |
| 3       | PowerPoint Guide | Smith     | Wiley       | 2021 | 200   | No           | Office   |

Field Types:

- Book ID → AutoNumber
- Title, Author, Publisher → Text
- Year → Number
- Price → Currency
- Availability → Yes/No
- Category → Lookup Wizard

Insert given records and write steps for creating table, Lookup Wizard, and data entry.

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## Q.5 [15 Marks] – MS DOS

Perform the following tasks using Command Prompt:

1. Create a directory named EXAM.
2. Inside it, create a file named Marks.txt.
3. Open the file and write any text.
4. Rename the file to Result.txt.
5. Copy the file to another directory named BACKUP.
6. Delete the original file from EXAM directory.
7. Finally, remove the EXAM directory.



**Write all commands you used.**

## **Q.6 [15 Marks] – C Programming**

Write and execute a program in C to find the largest of three numbers.

Steps to follow:

- Open Dev C++
- Write and save the program
- Compile and Run
- Write the complete source code and execution steps