Department of Computer Application
NOTICE
BA/ BSc/ B.Com -3rd Semester & Ist sem Back Paper,
Left Out Vocational Examination (2025-26)
For

Venue: BCA Department   **Date: 30-01-2026**

SCHEDULE OF VOCATIONAL EXAMINATION – 2025-26

Paper Code	Paper Name	Class	Date	Time
35026/45026	Computer Application	BA / B.Sc./ B.Com 3rd Sem & 1st Sem Back Paper	02-Feb-2026	11:30 AM – 12:30 AM
35006/45006	MS Office and Application			
35061/45061	Office Management & Computer Application			
89903/99903	Office Management			
45036/35036	Office Automation using MS Office			

IMPORTANT NOTE:

1. Carry your Admit Card
2. Everyone also has to submit an assignment/ Project File related to their vocational subject, the topics of which are given below.

TOPICS FOR ASSIGNMENT

PAPER NAME	PAPER CODE	QUESTIONS FOR ASSIGNMENT
Computer Application	35026/45026	Q1: Explain primary & secondary in Computer. Q2: Define system software & application software. Q3: Explain mail merge in Word Processing Software. Q4: What is Database? Explain Relational Database.
MS Office and Application	35006/45006	Q1: Define header & footer in MS Word. Q2: Define shapes in MS word. Q3: Explain Sort & Filter feature of MS Excel Software. Q4: write the features of MS Power Point.
Office Automation Using MS Office	35036/45036	Q1: Write the basic features of MS Windows. Q2: Write super script & sub script in MS Word. Q3: Explain mathematical function in MS Excel Software. Q4: What is worksheet? Write the steps to prepare a chart in a worksheet.
Office Management	89903/99903	Q1: Write the basic features of MS Excel. Q2: Write Equation & symbol in MS Word. Q3: Explain date & time function in MS Excel Software. Q4: Define different types of chart in MS excel.
Office Management and Computer Application	35061/45061	Q1: Define different alignments in MS Word. Q2: Write the step to insert a table in MS Word. Q3: Explain the importance of Office management. Q4: write the step to create, save & run the slide in MS PowerPoint