

ADCA Assignments - March 2025

MS Word Assignments:

1. **Create a well-formatted Word document** with:
 - Page border and content border.
 - Decorative pattern as a background.
 - Properly styled and formatted text using various font styles.
 2. **Design a text-based advertisement** similar to newspaper ads. Include:
 - Bold and attractive headlines.
 - Clear and concise content.
 - Appropriate shapes and icons for emphasis.
 3. **Use SmartArt** to create an organizational chart showing the structure of a company or institution.
 4. **Design a data-entry form** in MS Word to collect student information like Name, Roll No., Class, and Contact Number.
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MS Excel Assignments:

1. **Perform the following calculations** on a given employee dataset:
 - **COUNTIF**: Count the number of employees in IT, HR, and Marketing departments.
 - **SUMIF**: Calculate the total basic salary of employees in the IT department.
 - **VLOOKUP**: Find and display the department and grade of specific employees like Rajesh and Priya.
 - **Nested IF**: Categorize total salary:
 - Above 25,000: Grade 'A'
 - 15,000 to 25,000: Grade 'B'
 - Below 15,000: Grade 'C'
 - **COUNTIF**: Count the number of employees with the designation of Manager and Clerk.
2. **Analyze student marks** from a worksheet containing marks of 3 subjects:
 - Create a **3D Pie Chart** for total marks.
 - Construct a **2D Line Chart** comparing marks of Subject 1 and Subject 2.
 - Design a **2D Column Chart** for all three subjects.
 - Create a **Stacked Column Chart** for all three subjects.
3. **Apply Goal Seek** to find the required selling price to achieve a profit of 20,000.
4. **Create scenarios** for a worksheet showing yearly expenses:
 - **Scenario 1**: Increase Machinery cost to 80,000, Carriage to 9,000, and Postage to 8,000.
 - **Scenario 2**: Adjust Carriage to 10,000, Office Equipment to 7,000, and Postage to 9,000.

Submission Guidelines:

- Complete all tasks clearly and submit them in a **PDF format**.
- Ensure proper formatting, neatness, and accurate calculations.
- Submit the assignment by **31st March 2025**.

Regards: Newtons Computer Classes