

Assignment - March 2025 DCA Assignments

MS Word Assignments

1. **Create a well-decorated Word document** with the following elements:
 - Page border and content border
 - A creative pattern as a background
 - Beautifully formatted text using various font styles and colors
 2. **Design a cover page** for an E-book, magazine, or book. Include:
 - Title, author name, and publishing details
 - Creative use of shapes, colors, and images
 - Use the 'Cover Page' option from the Insert menu
 3. **Use SmartArt** to create an organizational chart representing a business hierarchy.
 4. **Prepare a professional document** by inserting the following:
 - Pictures related to the content
 - Shapes to highlight key points
 - SmartArt for structured information
 - A chart to present data visually
 - A screenshot relevant to the topic
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MS Excel Assignments

1. **Perform the following calculations** on a given dataset: a) Count the number of employees in Computer, Finance, and Electrical departments using COUNTIF. b) Calculate the total basic salary of employees in the Computer department using SUMIF. c) Use VLOOKUP to find and display the grades of specific employees (e.g., Manoj and Ashish) who scored C grade. d) Create a nested IF formula to categorize total salary:
 - If greater than 20,000: “A”
 - If equal to 20,000: “B”
 - If less than 20,000: “C”e) Count the number of employees who are Managers or Security Guards using COUNTIF.
2. **Given a worksheet** with student names and marks in 3 subjects: a) Create a 3D Pie Chart for Total Marks. b) Create a 2D Line Chart comparing Subject 1 and Subject 3. c) Design a 2D Column Chart for Subject 1, Subject 2, and Subject 3. d) Design a Stacked Column Chart for all three subjects.
3. **Calculate the following** for a product list: a) Compute the Amount using the formula (Amount = Quantity * Rate). b) Count the total number of items listed. c) Identify the items with a quantity greater than 20 and less than 20. d) Use SUMIF to calculate the total quantity, rate, and amount for the item 'Computer'. e) Apply an IF formula to categorize items as “Expensive” if the amount is above 500,000, otherwise mark them as “Let's Buy It”.
4. **Create a Pivot Table** using provided data to analyze and summarize information effectively.

Submission Guidelines:

- Answer all questions clearly and professionally in a **PDF format**.
- Ensure **proper formatting**, neatness, and correct calculations.
- Submit the assignment by **31st March 2025**.

Regards: Newtons Computer Classes