“Dissemination of Education through Knowledge, Science and Culture”.
--Shikshanmaharshi Dr. Bapuji Salunkhe

Shri Swami Vivekanand Shikshan Sanstha, Kolhapur’s

Padmabhushan Dr.Vasantraodada Patil Mahavidyalaya, Tasgaon

Tal. Tasgaon. Dist. Sangli-416 312 (Maharashtra)

(Affiliated to Shivaji University, Kolhapur)

DEPARTMENT OF COMPUTER-APPLICATION (B.C.A.)

(2017-18)

A CERTIFICATE COURSE IN

Office Automation And MS-Word

“Dissemination of Education through Knowledge, Science and Culture”.
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Shri Swami Vivekanand Shikshan Sanstha, Kolhapur’s

Padmabhushan Dr.Vasantraodada Patil Mahavidyalaya, Tasgaon

Tal. Tasgaon. Dist. Sangli-416 312 (Maharashtra)

(Affiliated to Shivaji University, Kolhapur)

Title of the Certificate Course

“ Office Automation And MS-Word ”

Organizer:Department Of Computer Science&Appication
and
Internal Quality Assurance cell (IQAC) PDVP College, Tasgaon

Total No Of Student Participated:71
Total no of faculty conducted : 02

Kumbhar V.T.
Course Co-ordinator,
Career Oriented Course,

8 AUGUST 2017

To,
The Principal,
P D V P College,
Tasgaon- 416 312.

Sub: - Regarding Permission to commencement of (COC) Certificate course............ Respected Sir,

With reference to above subject, our college is going to start a certificate course entitled " **Office Automation MS-Word**"for B.C.A. (Computer students) in this current academic year. So, I request you to kindly give me permission to commencement above said course.

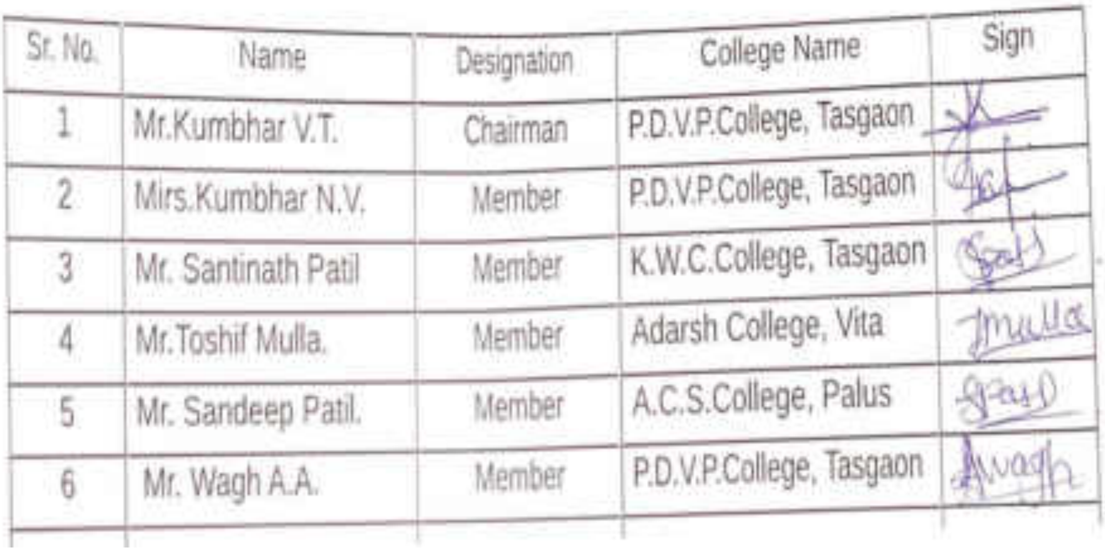
Please consider the same and oblige.

Thanking you

Head
Department of Computer [illegible]
[illegible]

“Dissemination of Education for Knowledge, Science and Culture”
-Shikshanmaharashi Dr.Bapuji Salunkhe
Shri Swami Vivekanand Shikshan Sanstha, Kolhapur’s
Padmabhushan Dr.vasantraodada Patil Mahavidyalaya, Tasgaon
DEPARTMENT OF COMPUTER APPLICATION

The meeting of C.O.C. for preparation of syllabus of a certificate course Office Automation And MS-Word was held on Monday 08/08/2017. The following members of the committee we represent for the preparation of syllabus

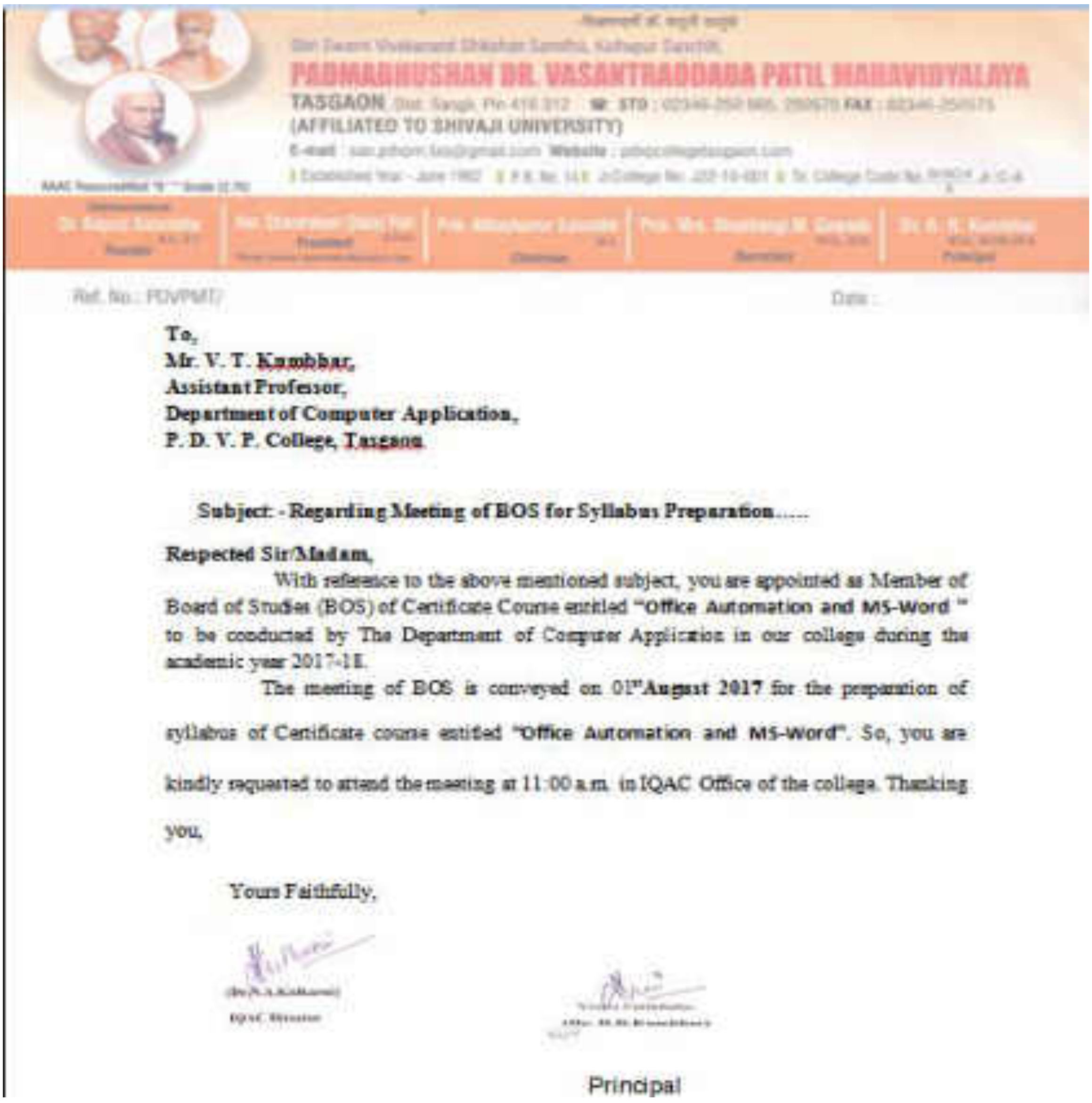


Sr. No.	Name	Designation	College Name	Sign
1	Mr.Kumbhar V.T.	Chairman	P.D.V.P.College, Tasgaon	
2	Mirs.Kumbhar N.V.	Member	P.D.V.P.College, Tasgaon	
3	Mr. Santinath Patil	Member	K.W.C.College, Tasgaon	
4	Mr.Toshif Mulla.	Member	Adarsh College, Vita	Mulla
5	Mr. Sandeep Patil.	Member	A.C.S.College, Palus	
6	Mr. Wagh A.A.	Member	P.D.V.P.College, Tasgaon	Awagh

Syllabus for said course has been prepared and the copy of the same is enclosed herewith for your kind information and further action. Thanking you,

HOD
Head
Department of Computer Science
[illegible]

Yours Faithfully,
(Dr. R.R.Kumbhar)



Shri Swami Vivekanand Shikshan Sanstha, Kolhapur Sanchlit

PADMABHUSHAN DR. VASANTRAODADA PATIL MAHAVIDYALAYA

TASGAON

(AFFILIATED TO SHIVAJI UNIVERSITY)

Ref. No.: PDVPMT/

Date :

To,
Mr. V. T. Kambbar,
Assistant Professor,
Department of Computer Application,
P. D. V. P. College, Tasgaon

Subject: - Regarding Meeting of BOS for Syllabus Preparation.....

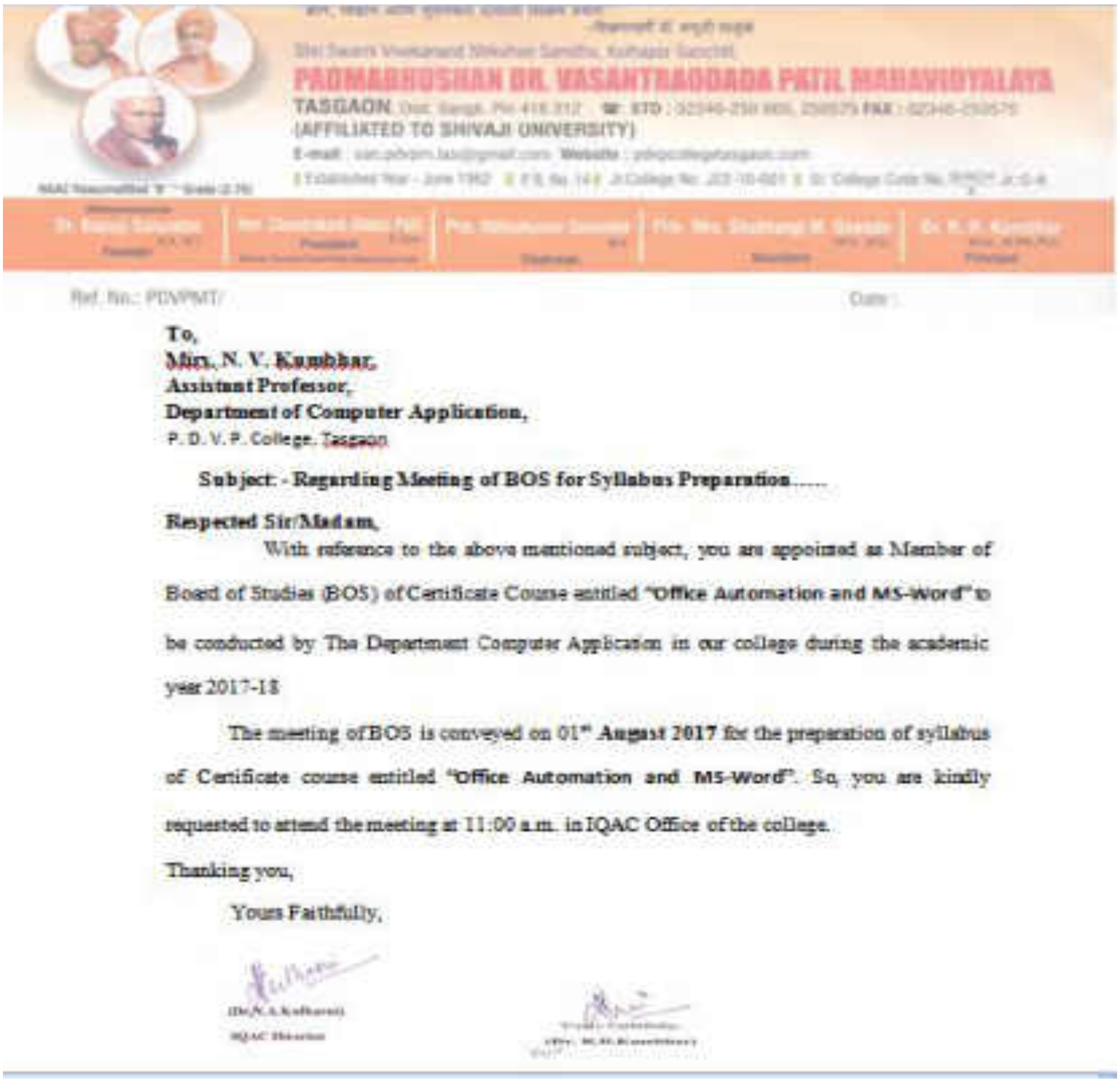
Respected Sir/Madam,

With reference to the above mentioned subject, you are appointed as Member of Board of Studies (BOS) of Certificate Course entitled "**Office Automation and MS-Word** " to be conducted by The Department of Computer Application in our college during the academic year 2017-18.

The meeting of BOS is conveyed on 01st **August 2017** for the preparation of syllabus of Certificate course entitled "**Office Automation and MS-Word**". So, you are kindly requested to attend the meeting at 11:00 a.m. in IQAC Office of the college. Thanking you,

Yours Faithfully,

Principal



Shri Swami Vivekanand Shikshan Sanstha, Kolhapur Sanchlit
PADMABHUSHAN DR. VASANTRAODADA PATIL MAHAVIDYALAYA
TASGAON Dist. Sangli, Pin 416 312
(AFFILIATED TO SHIVAJI UNIVERSITY)
Established Year - June 1962

Ref. No.: PDVPMT/

Date :

To,
Mrs. N. V. Kumbhar,
Assistant Professor,
Department of Computer Application,
P. D. V. P. College, Tasgaon

Subject: - Regarding Meeting of BOS for Syllabus Preparation.....

Respected Sir/Madam,

With reference to the above mentioned subject, you are appointed as Member of Board of Studies (BOS) of Certificate Course entitled **"Office Automation and MS-Word"** to be conducted by The Department Computer Application in our college during the academic year 2017-18

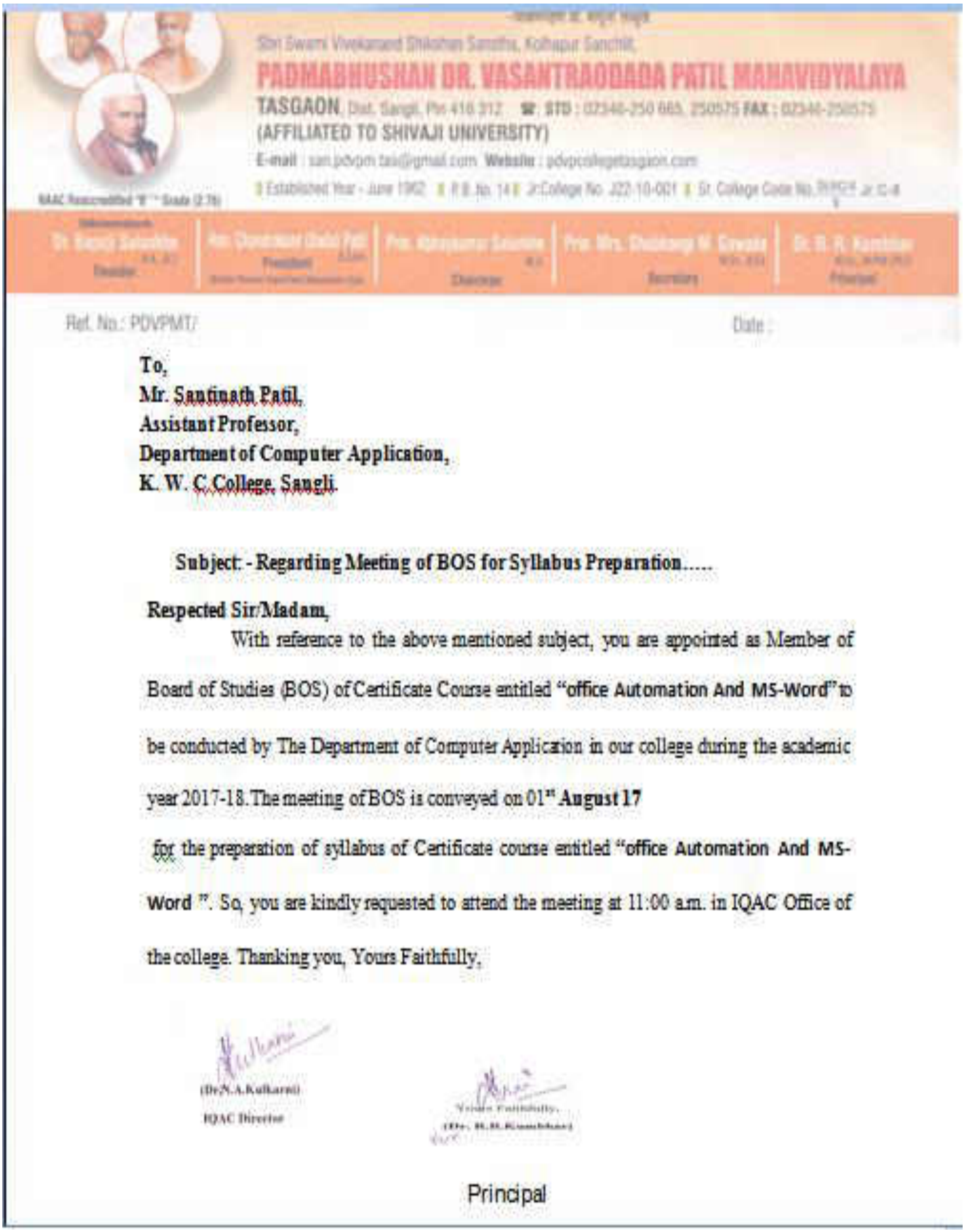
The meeting of BOS is conveyed on 01st **August 2017** for the preparation of syllabus of Certificate course entitled **"Office Automation and MS-Word"**. So, you are kindly requested to attend the meeting at 11:00 a.m. in IQAC Office of the college.

Thanking you,

Yours Faithfully,

(Dr.N.A.Kulkarni)
IQAC Director

Yours Faithfully,
(Dr. R. R. Kumbhar)



Shri Swami Vivekanand Shikshan Sanstha, Kolhapur Sanchlit,

PADMABHUSHAN DR. VASANTRAODADA PATIL MAHAVIDYALAYA

TASGAON, Dist. Sangli, Pin 416 312 ☎ STD : 02346-250 665, 250575 FAX : 02346-250575

(AFFILIATED TO SHIVAJI UNIVERSITY)

E-mail : san.pdvpm.tas@gmail.com Website : pdvpcollegetasgaon.com

Established Year - June 1962 | R.B. No. 14 | Jr.College No. J22-10-001 | Sr. College Code No.

NAAC Reaccredited "B" Grade (2.76)

[illegible] Founder | [illegible] President | [illegible] Chairman | [illegible] Secretary | Dr. R. R. Kumbhar Principal

Ref. No.: PDVPMT/ Date :

To,
Mr. Santinath Patil,
Assistant Professor,
Department of Computer Application,
K. W. C College, Sangli.

Subject: - Regarding Meeting of BOS for Syllabus Preparation.....

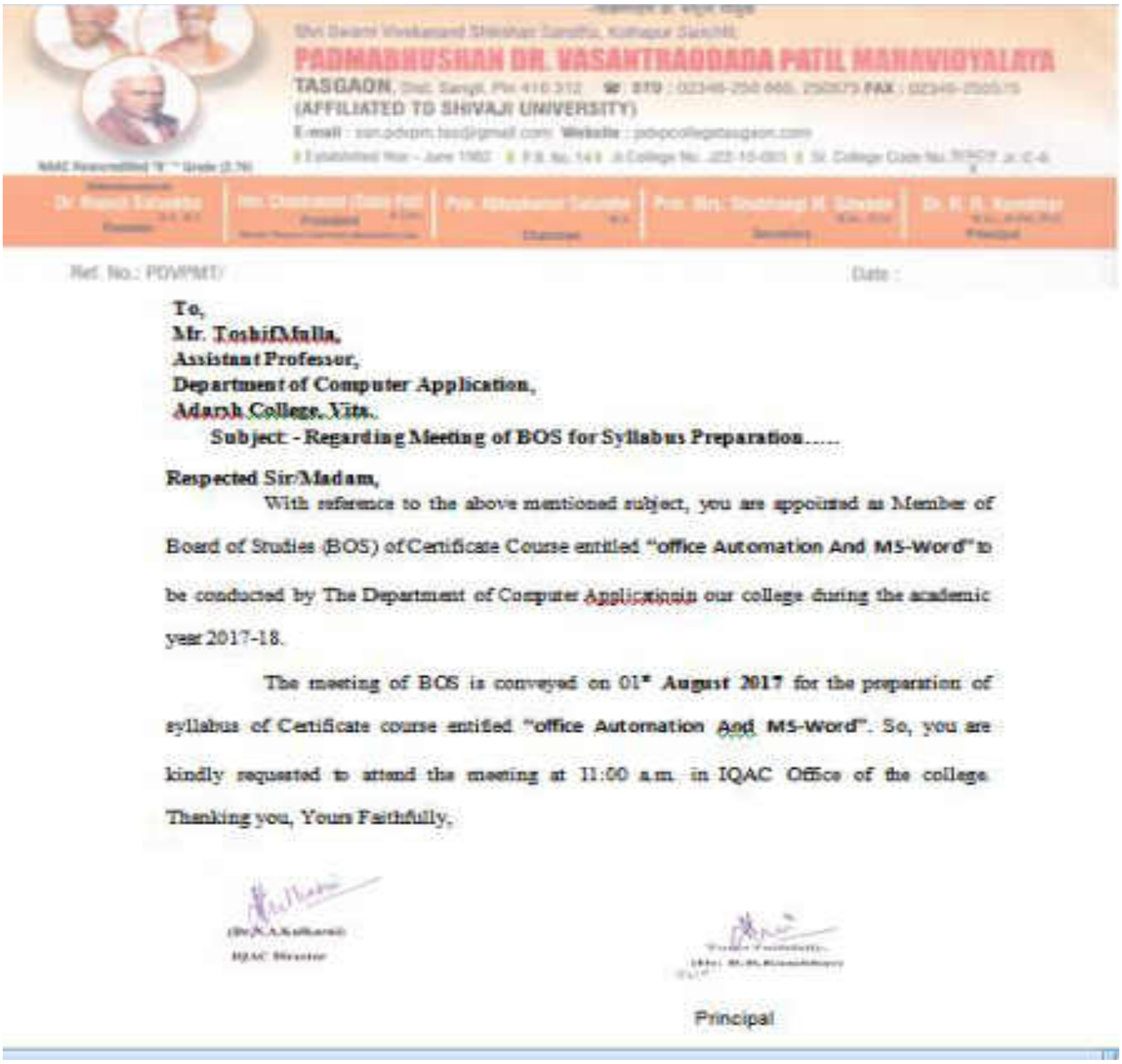
Respected Sir/Madam,

With reference to the above mentioned subject, you are appointed as Member of Board of Studies (BOS) of Certificate Course entitled "**office Automation And MS-Word**" to be conducted by The Department of Computer Application in our college during the academic year 2017-18. The meeting of BOS is conveyed on 01st **August 17** for the preparation of syllabus of Certificate course entitled "**office Automation And MS-Word** ". So, you are kindly requested to attend the meeting at 11:00 a.m. in IQAC Office of the college. Thanking you, Yours Faithfully,

(Dr.N.A.Kulkarni)
IQAC Director

Yours Faithfully,
(Dr. R.R.Kumbhar)

Principal



Shri Swami Vivekanand Shikshan Sanstha, Kolhapur Sanchlit

PADMABHUSHAN DR. VASANTRAODADA PATIL MAHAVIDYALAYA

TASGAON, Dist. Sangli. Pin 416 312 ☎ : STD : 02346-250 [illegible] FAX : 02346-[illegible]
(AFFILIATED TO SHIVAJI UNIVERSITY)
E-mail : [illegible] Website : [illegible]
Established Year - June 1962 [illegible]

NAAC Reaccredited "B" Grade [illegible]

Ref. No.: PDVPMT/
Date :

To,
Mr. ToshifMulla,
Assistant Professor,
Department of Computer Application,
Adarsh College, Vita.

Subject - Regarding Meeting of BOS for Syllabus Preparation…..

Respected Sir/Madam,

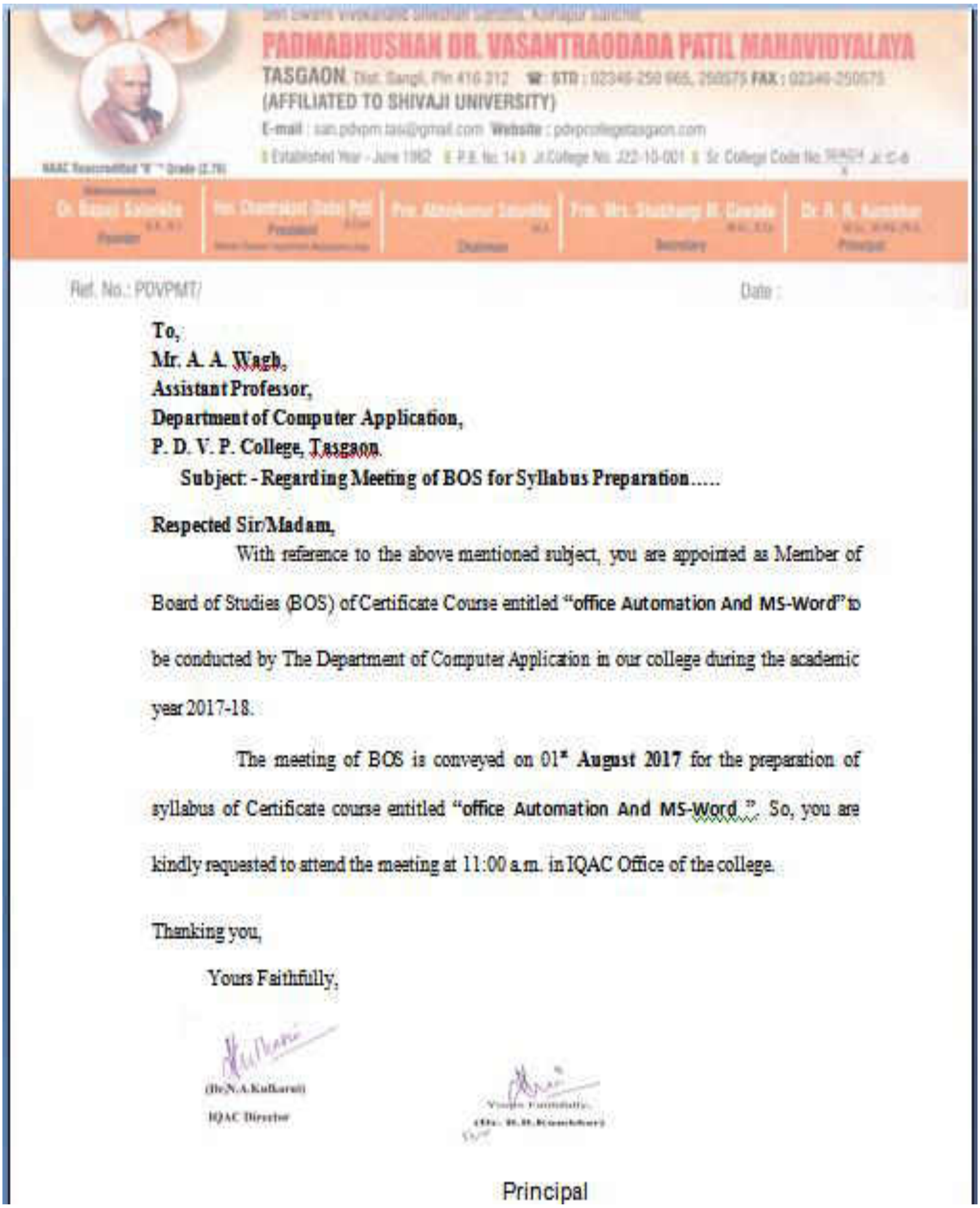
With reference to the above mentioned subject, you are appointed as Member of Board of Studies (BOS) of Certificate Course entitled **"office Automation And MS-Word"** to be conducted by The Department of Computer Applicationin our college during the academic year 2017-18.

The meeting of BOS is conveyed on 01st **August 2017** for the preparation of syllabus of Certificate course entitled **"office Automation And MS-Word"**. So, you are kindly requested to attend the meeting at 11:00 a.m. in IQAC Office of the college. Thanking you, Yours Faithfully,

(Dr.K.A.Kulkarni)
IQAC Director

Yours Faithfully,
[illegible]

Principal



Shri Swami Vivekanand Shikshan Sanstha, Kolhapur Sanchlit
PADMABHUSHAN DR. VASANTRAODADA PATIL MAHAVIDYALAYA
TASGAON, Dist. Sangli, Pin 416 312 ☎ : STD : 02346-250 665, 250575 FAX : 02346-250575
(AFFILIATED TO SHIVAJI UNIVERSITY)
E-mail : san.pdvpm.tas@gmail.com Website : pdvpcollegetasgaon.com
Established Year - June 1962 P.E. No. 14 Jr.College No. 222-10-001 Sr. College Code No.
NAAC Reaccredited "B" Grade (2.76)
Dr. Bapuji Salunkhe
Founder
Principal

Ref. No.: PDVPMT/ Date :

To,
Mr. A. A. Wagh,
Assistant Professor,
Department of Computer Application,
P. D. V. P. College, Tasgaon.

Subject: - Regarding Meeting of BOS for Syllabus Preparation…..

Respected Sir/Madam,

With reference to the above mentioned subject, you are appointed as Member of Board of Studies (BOS) of Certificate Course entitled "**office Automation And MS-Word**" to be conducted by The Department of Computer Application in our college during the academic year 2017-18.

The meeting of BOS is conveyed on 01st **August 2017** for the preparation of syllabus of Certificate course entitled "**office Automation And MS-Word** ". So, you are kindly requested to attend the meeting at 11:00 a.m. in IQAC Office of the college.

Thanking you,

Yours Faithfully,

(Dr.N.A.Kulkarni)
IQAC Director

Yours Faithfully,
(Dr. R.R.Kumbhar)

Principal

“Dissemination of Education for Knowledge, Science and Culture”
-Shikshanmaharashi Dr. Bapuji Salunkhe
Shri Swami VivekanandShikshanSanstha, Kolhapur’s
Padmabhushan Dr.vasantraodada Patil Mahavidyalaya, Tasgaon
DEPARTMENT OF COMPUTER APPLICATION
A Certificate Course in Office Automation MS-Word

Time Table

Academic year 2017-18

Time	Monday	Thursday	Wednesday	Thursday	Friday	Saturday
9 to 10 am	Theory	Theory	Theory	Theory	Theory	Theory
10 to11am	Practical	Practical	Practical	Practical	Practical	Practical

Sumbitted Report by

HOD
Head.
Department of Computer Science
[illegible]

Yours Faithfully,
(Dr. R.R.Kumbhar)

Principal

“Dissemination of Education for Knowledge, Science and Culture
-Shikshanmaharashi Dr.Bapuji Salunkhe

Shri Swami VivekanandShikshanSanstha, Kolhapur’s

PadmabhushanDr.vasantraodadaPatilMahavidyalaya, Tasgaon

Department of Computer Application

A Certificate Course in Office Automation And MS-Word

Time Table

Academic year 2017-18

Time Table

1 Aug 2017

All the students of B.C.A. (computer application) are hereby informed that, the examination Of **Office Automation And MS-Word** certificate course will be held as per following schedule

SR.NO	PAPER	DAY	DATE	TIME
1	Theory	MONDAY	19/09/2017	8 to 11 am
2	Practical	THURSDAY	20/09/2017	8 to 11 am

HOD
Head,
Department of Computer Science
[illegible]

Yours Faithfully,
(Dr. R.R.Kumbhar)

Principal

“Dissemination of Education for Knowledge, Science and Culture”
-Shikshanmaharashi Dr. Bapuji Salunkhe
Shri Swami VivekanandShikshanSanstha, Kolhapur’s
Padmabhushan Dr.vasantraodada Patil Mahavidyalaya, Tasgaon
DEPARTMENT OF COMPUTER APPLICATION
A Certificate Course in office Automation And MS-Word
Academic year 2017-18

NOTICE

8 AUGUST 2017

All the students of **B.C.A. (Computer students)) are hereby** informed that, our college is going to start a certificate course entitled “**Office Automation And MS-Word** for this current academic year .All the students should take admissions as earlier

Office Automation And MS-Word

Marks:50

Syllabus

Course Outcomes:

Perform object oriented programming to develop solutions to problems demonstrating usage of control
structures, modularity, I/O and other standard language constructs.

Students will be able

1. To understand how internet and advance communication
2. To learn URL Internet connection browser and its type
3. To learn how to creating E-Mail forwarding deleting mail .
4. To learn how to Create word and document
5. To learn how Insert Table Draw symbol

Unit – I: INTERNET & ADVANCED COMMUNICATION:
Internet and Web Browsers: Definition & History of Internet –
Uses of Internet - Definition of Web Addressing-
URL-Different types of Internet Connections; Dial up connection, Broad band (ISDN, DSL, Cable), Wireless (Wi-Fi, WiMax, Satellite, Mobile) naming convention,
browsers and its types, internet browsing, searching –
Search Engines –Portals - Social Networking sites
Blogs - viewing a webpage, downloading and uploading the website;
Creating an email-ID, e-mail reading, saving, printing, forwarding and deleting the mails, checking the mails, viewing and running file attachments, addressing with cc and bcc.

Unit – II: INTRODUCTION TO MS WORD:-

Working with Documents -Opening & Saving files, Editing text documents, Inserting, Deleting, Cut, Copy, Paste, Undo, Redo, Find, Search, Replace, Formatting page & setting Margins, Converting files to different formats, Importing & Exporting documents,

Sending files to others, Using Tool bars, Ruler, Using Icons, using help,

Formatting Documents - Setting Font styles, Font selection- style, size, colour etc, Type face - Bold, Italic, Underline, Case settings, Highlighting, Special symbols, Setting Paragraph style, Alignments, Indents, Line Space, Margins,

Bullets & Numbering. Setting Page style - Formatting Page, Page tab, Margins,

Layout settings, Paper tray, Border & Shading, Columns, Header & footer, Setting Footnotes & end notes –

Shortcut Keys; Inserting manual page break, Column break and line break, Creating sections & frames, Anchoring & Wrapping, Setting Document styles, Table of Contents, Index, Page Numbering, date & Time, Author etc.,

Creating Master Documents, Web page.

Creating Tables- Table settings, Borders, Alignments, Insertion, deletion, Merging, Splitting, Sorting, and Formula, Drawing – Inserting

ClipArts, Pictures/Files etc., Tools – Word Completion, Spell Checks, Mail merge, Templates, Creating contents for books, Creating Letter/Faxes

“Dissemination of Education for Knowledge, Science and Culture”
-Shikshanmaharashi Dr. Bapuji Salunkhe

Shri Swami VivekanandShikshanSanstha, Kolhapur’s
Padmabhushan Dr.vasantraodada Patil Mahavidyalaya, Tasgaon
DEPARTMENT OF COMPUTER APPLICATION

Department of Computer Application
Paper No.1
Evaluation System

Nature of Theory Question Paper: (Maximum Marks 50)

1. Choose correct alternatives. 10 Marks(Each 1 mark)
2. Attempt any two (out of three sub questions). 20 Marks(Each 10 marks) 3. Attempt any four out of six sub questions. 20 Marks(Each 5 marks)

Reference Books

1. Microsoft Office 2007 Bible - John - ,HerbTyson
2 Computer & Internet Basics Step-by-Step - Etc- Poonam Ponde

.
“Dissemination of Education for Knowledge, Science and Culture”
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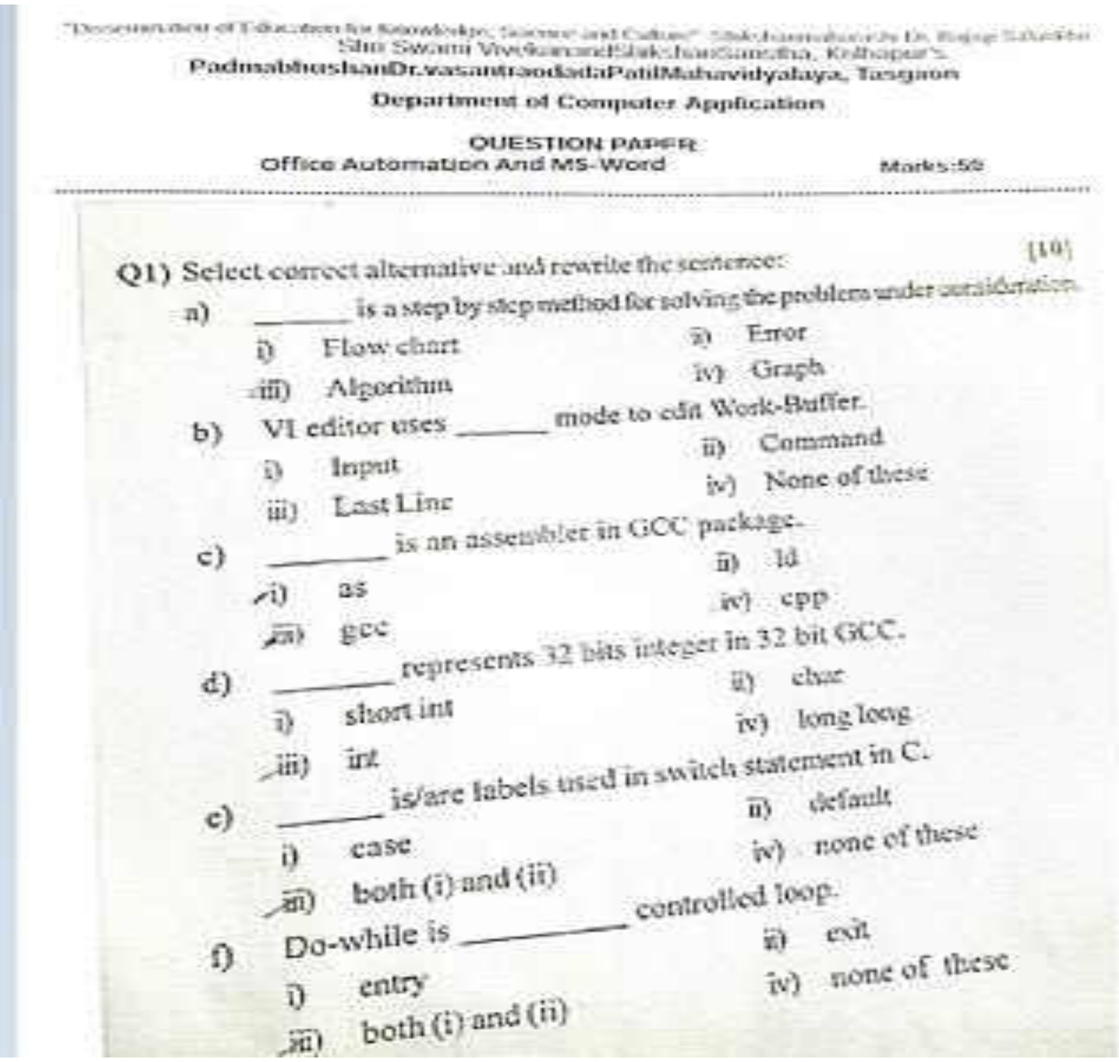
Shri Swami VivekanandShikshanSanstha, Kolhapur’s

Padmabhushan Dr.vasantraodada Patil Mahavidyalaya, Tasgaon
Department of Computer Application
Office Automation And MS-Word

QUESTION PAPER Mark-50



Shri Swami VivekanandShikshanSanstha, Kolhapur's
PadmabhushanDr.vasantraodadaPatilMahavidyalaya, Tasgaon
Department of Computer Application

QUESTION PAPER
Office Automation And MS-Word Marks:50

Q1) Select correct alternative and rewrite the sentence: [10]

a) _______ is a step by step method for solving the problem under consideration.
   - i) Flow chart
   - ii) Error
   - iii) Algorithm
   - iv) Graph

b) VI editor uses _______ mode to edit Work-Buffer.
   - i) Input
   - ii) Command
   - iii) Last Line
   - iv) None of these

c) _______ is an assembler in GCC package.
   - i) as
   - ii) ld
   - iii) gcc
   - iv) cpp

d) _______ represents 32 bits integer in 32 bit GCC.
   - i) short int
   - ii) char
   - iii) int
   - iv) long long

e) _______ is/are labels used in switch statement in C.
   - i) case
   - ii) default
   - iii) both (i) and (ii)
   - iv) none of these

f) Do-while is _______ controlled loop.
   - i) entry
   - ii) exit
   - iii) both (i) and (ii)
   - iv) none of these

g) Switch statement _______ data as input.

i) interger ii) character

iii) both (i) and (ii) iv) none of these

h) If array is declared as int A[20] then the last valid index of an element in A will be _________.

i) 19 ii) 20

iii) 21 iv) none of these

i) ______ is a format specifier for double in printf.

i) %f ii) %lf

iii) %Lf iv) %llf

j) Double precision floating point number needs _____ bytes memory in C.

i) 4 ii) 32

iii) 16 iv) 8

Q2) Attempt Any Two from the following: [20]

a) What is an algorithm? Explain its properties and write an example.

b) Explain C program structure with appropriate example.

c) What is loop? Explain all looping statements in C.

Q3) Attempt Any Four of the following: [20]

a) Define error. Explain it with its types.

b) Explain loop control statements break and continue.

c) Write a note on formatted input statement (scanf( )) in C with its format specifiers.

d) Define infinite loop. Explain it with all loops.

e) What are different representations of integers in C language? What are the different data types which represent unsigned integers in C.

f) Write a note on nested if-else statement.

“Dissemination of Education for Knowledge, Science and Culture”
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Shri Swami VivekanandShikshanSanstha, Kolhapur’s

Padmabhushan Dr.vasantraodada Patil Mahavidyalaya, Tasgaon
Department of Computer Application
Office Automation And MS-Word

Mark of Exam **Mark-50**

BCA-III

3461	MISS	BABAR PRAVINA SAMBHAJI	44
3462	MISS	CHAVAN RASHMI KRUSHNA	42
3463	MISS	PATIL SUPRIYA SUGREEV	41
3464	MISS	SHINDE SUSMITA BHAGWAN	42
3465	MISS	SURVE PALLAVI TATYASAHEB	40
3466	MISS	SHIDGANESH KRUSHNABAI ASHOK	40
3467	MISS	SHINDE DHANASHRI SUBHASH	38
3468	SHRI	GAIKWAD BHUSHAN RAMESH	35
3469	SHRI	JAGATAP AKSHAY RAJARAM	39
3470	SHRI	JOSHI ANANT RAJENDRA	39
3471	SHRI	HOWAL SAMIR TANAJI	41
3441	Shri	DHANAVADE ROHAN BABAN	41
3442	MISS	JADHAV DIVYA SAMBHAJIBHAI	40
3443	Shri	KADAM SHRIDHAR NANASO	42
3444	Shri	KAMBLE SUMIT PRABHAKAR	46
3445	Shri	KORE SUHAS SANJAY	45
3446	Shri	KUMBHAR SOURABH NAGNATH	44
3447	MISS	MASKE KOMAL SAMBHAJI	42
3448	MISS	MOHITE MANISHA ASHOK	40
3449	Shri	MORE PRAMOD HANMANT	46
3450	MISS	MULLA SWALEHA JAMIRAHMAD	42
3451	Shri	PATIL AKSHAY DHONDIRAM	42
3452	Shri	PATIL HARISH RAMESH	40
3453	Shri	PATIL NIKHIL SHARAD	41
3454	Shri	PATIL VINOD SADASHIV	44
3455	Shri	PAWAR ONKAR ANKUSH	48
3456	MISS	SHENDAGE POOJA NANDKUMAR	40
3457	MISS	SHINDE PRADNYA DILIPRAO	35
3458	Shri	SUTAR AJAY VITTHAL	36
3459	MISS	TAD AISHWARYA SURESH	37
3460	MISS	VAGARE GAURI BALU	38
3401	SHRI	BANSODE NIRANJAN SUDHAKAR	42

3402	SHRI	BHANDARE RUSHAB ULHAS	41
3403	MISS	BHOSALE PRADNYA SIDDHESHWAR	40
3404	SHRI	BHOSALE TANAJI SHIVAJI	40
3405	SHRI	CHAUDHARI RAKESH SHANTARAM	45
3406	MISS	CHAVAN REKHA SUBHASH	44
3407	MISS	CHAVAN RUPALI RAGHUNATH	43
3408	SHRI	DAGADE PANKAJ VISHNU	46
3409	SHRI	GAVANDI AKSHAYKUMAR LAXMAN	39
3410	MISS	GAVANDI SAYALI TUKARAM	35
3411	SHRI	HOWALE SOURABH KIRAN	36
3412	SHRI	JADHAV VIGHESH ANIL	37
3413	MISS	JAGDALE RASIKA RAMESH	38
3414	MISS	KABUGADE SONALI MANIK	35
3415	SHRI	KAMBLE NIMESH SUBHASH	35
3416	SHRI	KHARADE RUSHIKESH RAMESH	36
3417	SHRI	KUMBHAR RITESH AVINASH	37
3418	SHRI	MAHADIK SUDARSHAN DILIP	38
3419	SHRI	MALI SAMADHAN APPANNA	39
3420	SHRI	MALI SATISH VISHNU	40
3421	SHRI	MANDALE VINAYAK DAGADU	41
3422	SHRI	METKARI AJAY TULSHIRAM	42
3423	SHRI	MORE SHRISHAIL SHIVAJI	43
3424	SHRI	PATIL ANKIT SURYAKANT	44
3425	SHRI	PATIL HARSHAD LAXMAN	40
3426	SHRI	PATIL KALPAK DIPAK	45
3427	SHRI	PATIL RUTIK SAMBHAJI	46
3428	MISS	PATIL SEEMA ANANDRAO	40
3429	SHRI	PATIL VAIBHAV RAJARAM	40
3430	MISS	PAWAR RUTUJA VILAS	40
3431	MISS	ROKADE AAKANKSHA BHIMRAO	42
3432	SHRI	SALUNKHE SANDESH BATTAS	41
3433	SHRI	SAYYAD SAHIL SHERMAHAMAD	40
3434	SHRI	SHENDAGE NILESH LAXMAN	44
3435	SHRI	SUVASE PAVAN VIJAY	41
3436	SHRI	THOMBARE PRANAV VIJAY	40
3437	SHRI	THORAT RAHUL APPASO	45
3438	SHRI	WAYDANDE ROHAN SAHEBRAO	40
3439	SHRI	ZAMBRE SACHIN TANAJI	41
3940	SHRI	WAGH PANKAJ UTTAM	40

• Problem Solving Using Computers [Papers-1].

Q 1) select Correct alternatives and rewrite the sentence:

a) Algorithm is a step by step method for solving the problem Under consideration.

b) VI editor uses Command mode to edit Work-Buffer.

c) gcc is an assembler in GCC Package.

d) Case, default is are lables Used in switch statement in c.

e) int represents 32 bits integer in 32 bit GCC.

F) Do-While is exit controlled loop.

g) Switch statement integer, character data as input.

h) IF array is a declared as int A[20] then the ~~set~~ last valid index of an element in A will be 19

i) %f is a format specifier for double in printF.

j) Double precision floating point number needs

8 bytes memory in c.

Q2) Attempt any Two from the following

a) What is an algorithm & Explain properties and write example.

ANS: An algorithm is a step procedure to solve logical and mathematical problems. A recipe is a good example of an algorithm.

Properties of an algorithm:

- Input: The algorithm must have input values from a specified set.
- Output: The algorithm must produce the outpu values from a specified set of input values. The output values are the solution of a problem.
- Fitness: For any input, the algorithm must terminate after a finite number of steps.
- Definiteness: All steps of the algorithm must be precisely defined.
- Effectiveness: It must be possible to perform each step of the algorithm correctly and in a finite amount of time. That is, it steps must be basic enough so that, for example, someone Using a pencil and a paper could carry them out exactly and in a finite amount of time.

b) Explain C program structure with appropriate example.

ANS: structure is a group of variables of different data types represented by a single name.

Let's take an example to understand to need of a structure in C programming. Lets say we need to store the data of students like student name, age, address, id etc, we can solve this problem easily by using structure.

c) What is loop? Explain all looping statements in c.

ANS: A loop executes the sequence of statements many times until the stated condition becomes false. A loop consists of two parts, a body of a loop and a control statement.

1) While Loop in c :

A while loop is the most straightforward looping structure. syntax of while loop in c programming language. It is an entry-controlled loop.

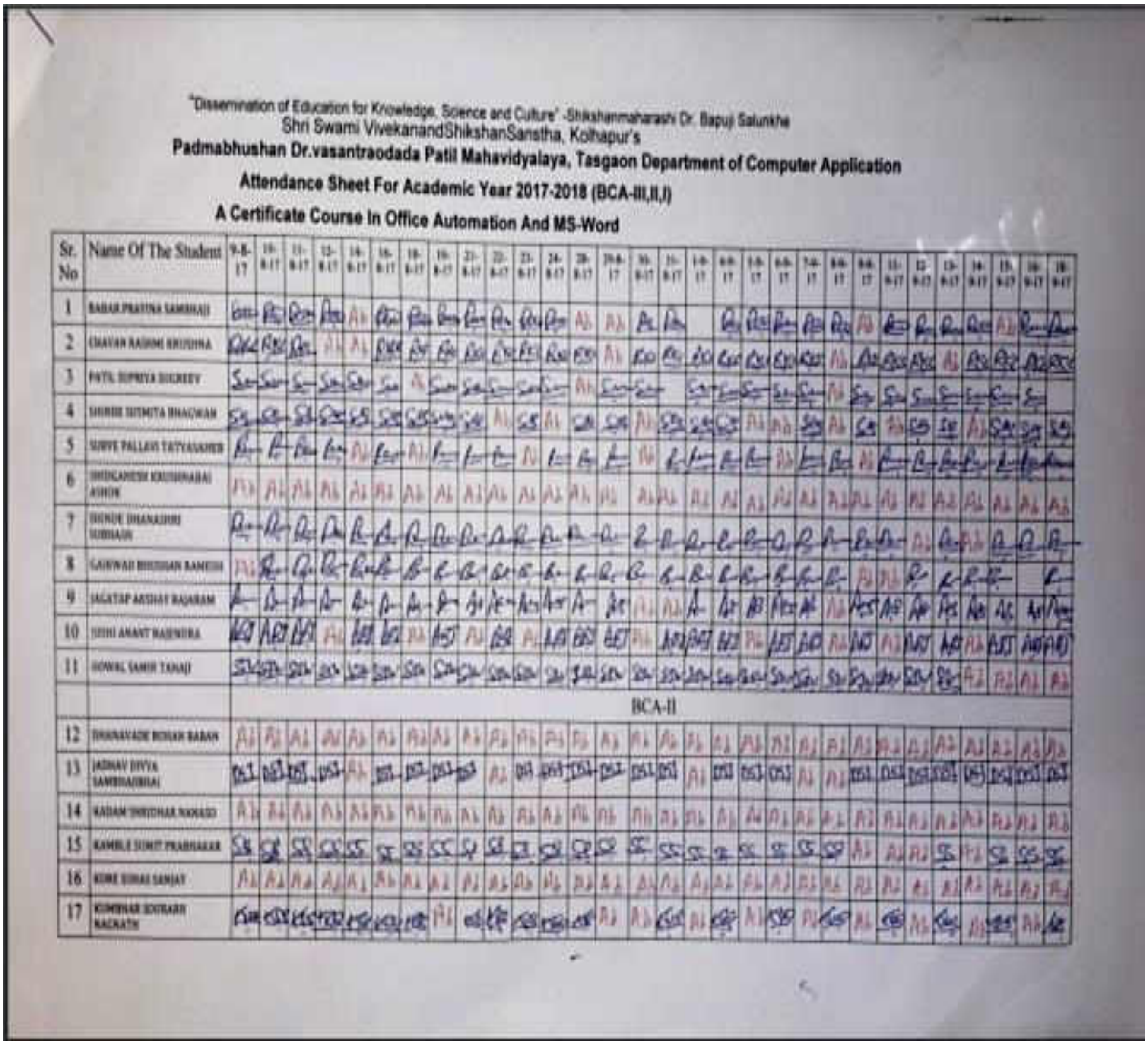
```
syntax: while(condition)
        {
        statements;
        }.
```

2) DO - while loop in c:

A do-while loop in c is similar to the while loop except that the condition is always executed after the body of a loop. It is also called an exit-controlled loop.

```
syntax: do
        {
        statement
        }
        (while expression).
```

Certificate Course from 04/08/2017 to 14/09/2017

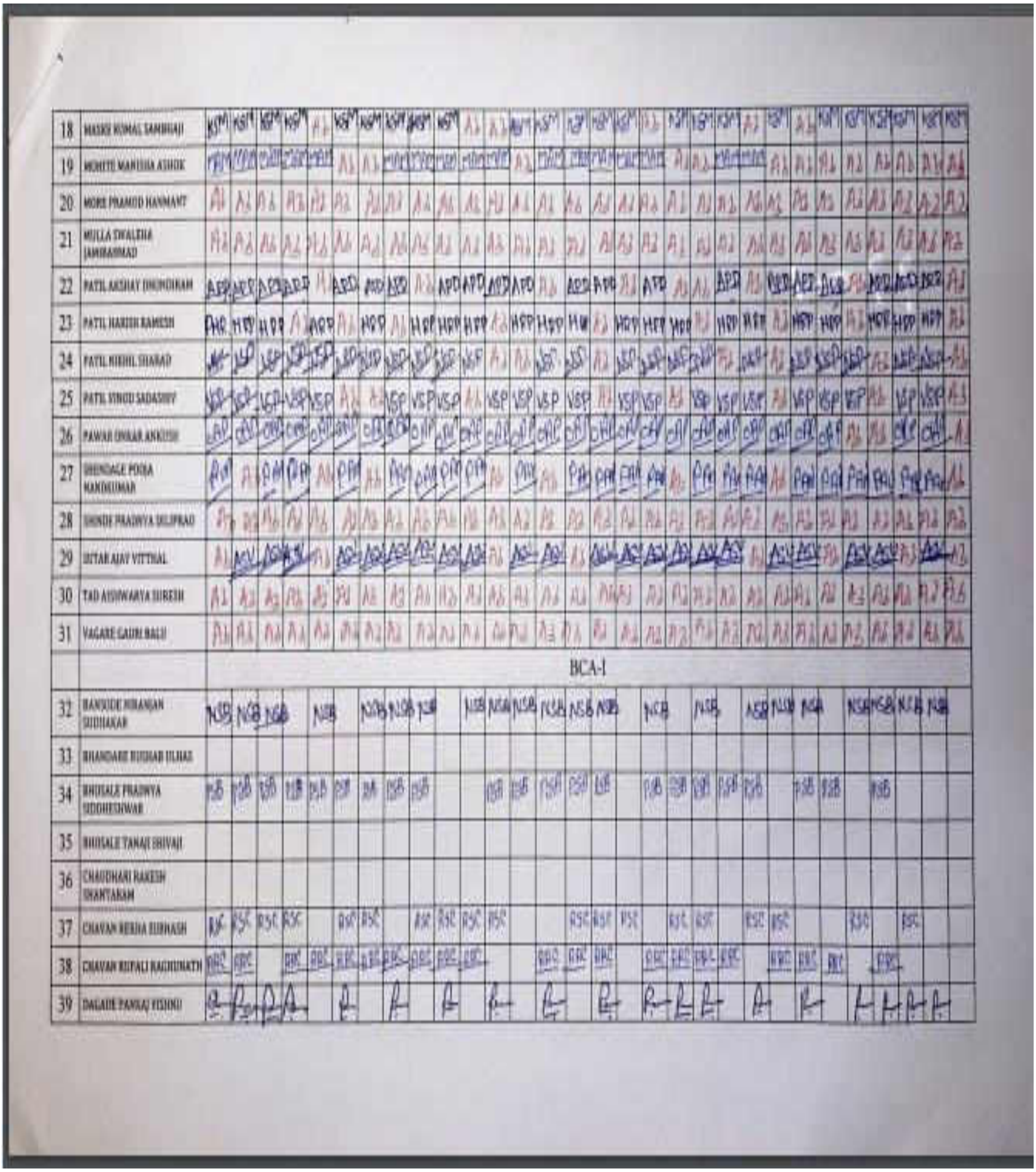


"Dissemination of Education for Knowledge, Science and Culture" -Shikshanmaharshi Dr. Bapuji Salunkhe
Shri Swami VivekanandShikshanSanstha, Kolhapur's
Padmabhushan Dr.vasantraodada Patil Mahavidyalaya, Tasgaon Department of Computer Application

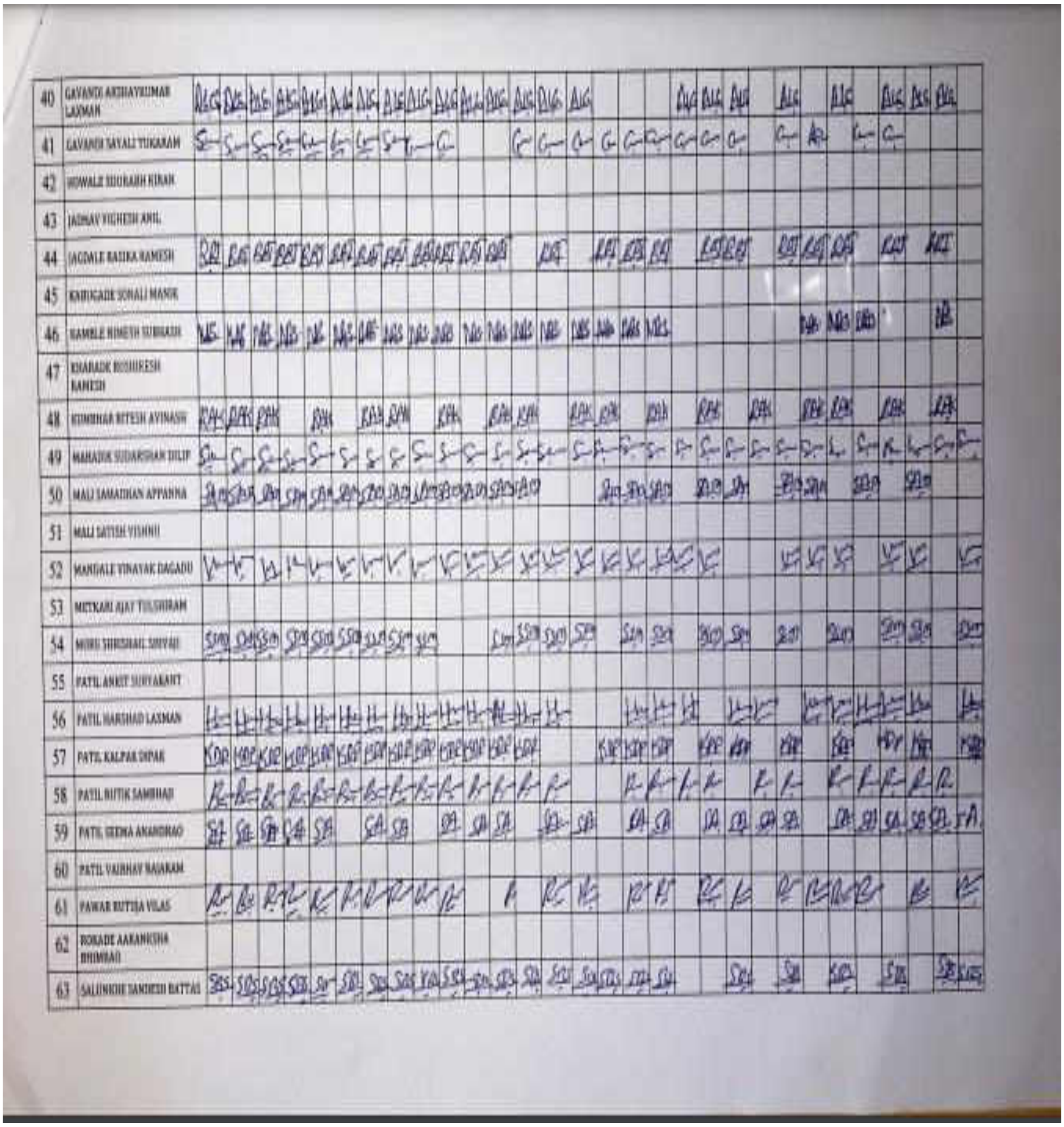
Attendance Sheet For Academic Year 2017-2018 (BCA-III,II,I)

A Certificate Course In Office Automation And MS-Word

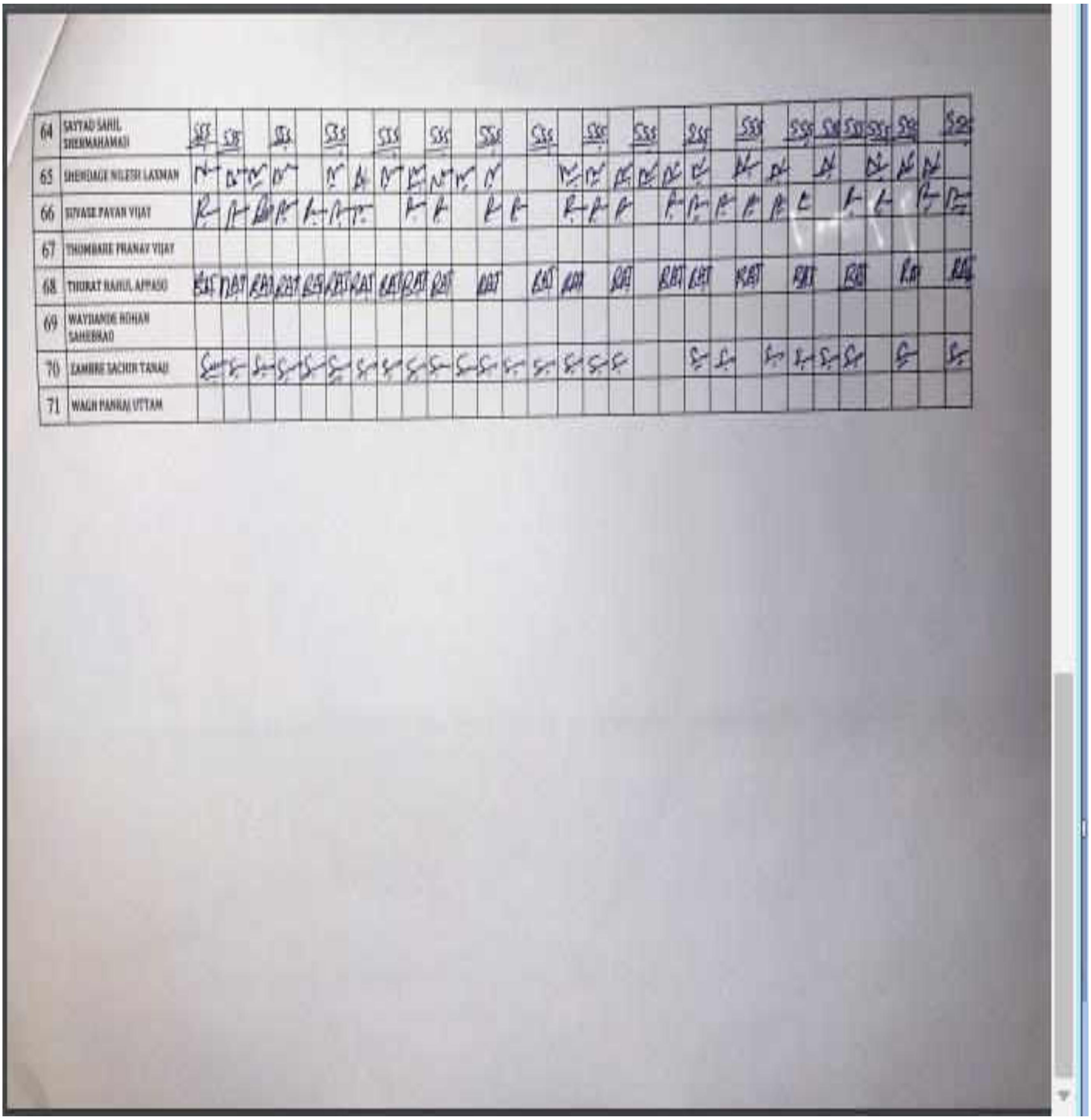
Sr. No	Name Of The Student
1	BABAR PRATIMA SAMBHAJI
2	CHAVAN RASHMI KRUSHNA
3	PATIL SUPRIYA [illegible]
4	SHINDE SUSMITA BHAGWAN
5	SURVE PALLAVI TATYASAHEB
6	[illegible] KRUSHNABAI ASHOK
7	SHINDE DHANASHRI SUBHASH
8	GAIKWAD BHUSHAN RAMESH
9	JAGTAP AKSHAY RAJARAM
10	JOSHI ANANT RAJENDRA
11	[illegible] SAMIR TANAJI
	BCA-II
12	DHANAVADE ROHAN BABAN
13	JADHAV DIVYA [illegible]
14	KADAM SHRIDHAR NANASO
15	KAMBLE SUMIT PRABHAKAR
16	KORE SURAJ SANJAY
17	KUMBHAR SOURABH NAGNATH

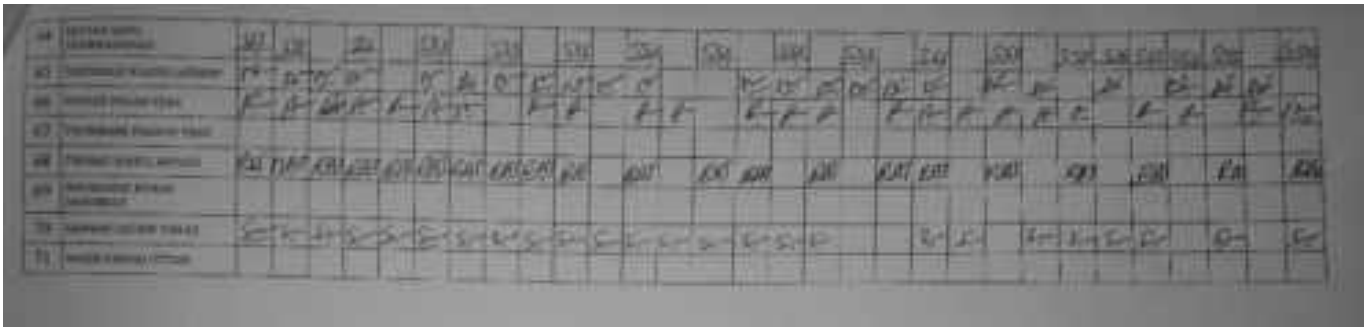


18	MASKE KOMAL SAMBHAJI	KSM	KSM	KSM	KSM	Ab	KSM	KSM	KSM	KSM	KSM	Ab	Ab	KSM	KSM	KSM	KSM	KSM	Ab	KSM	KSM	KSM	Ab	KSM	Ab	KSM	KSM	KSM	KSM	KSM	KSM
19	MOHITE MANISHA ASHOK	MAM	MAM	MAM	MAM	MAM	Ab	Ab	MAM	MAM	MAM	MAM	MAM	Ab	MAM	MAM	MAM	MAM	MAM	Ab	Ab	MAM	MAM	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab
20	MORE PRAMOD HANMANT	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab
21	MULLA SWALEHA JAMIRAHMAD	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab
22	PATIL AKSHAY DHONDIRAM	APD	APD	APD	APD	Ab	APD	APD	APD	Ab	APD	APD	APD	APD	Ab	APD	APD	Ab	APD	Ab	Ab	APD	Ab	APD	APD	APD	Ab	APD	APD	APD	Ab
23	PATIL HARISH RAMESH	PHR	HRP	HRP	Ab	HRP	Ab	HRP	Ab	HRP	HRP	HRP	Ab	HRP	HRP	HRP	Ab	HRP	HRP	HRP	Ab	HRP	HRP	Ab	HRP	HRP	Ab	HRP	HRP	HRP	Ab
24	PATIL NIKHIL SHARAD	NSP	NSP	NSP	NSP	NSP	NSP	NSP	NSP	NSP	NSP	NSP	Ab	Ab	NSP	NSP	Ab	NSP	NSP	NSP	NSP	Ab	NSP	Ab	NSP	NSP	NSP	Ab	NSP	NSP	Ab
25	PATIL VINOD SADASHIV	VSP	VSP	VSP	VSP	VSP	Ab	Ab	VSP	VSP	VSP	Ab	VSP	VSP	VSP	VSP	Ab	VSP	VSP	Ab	VSP	VSP	VSP	Ab	VSP	VSP	VSP	Ab	VSP	VSP	Ab
26	PAWAR OMKAR ANKUSH	OAP	OAP	OAP	OAP	OAP	OAP	OAP	OAP	OAP	OAP	OAP	OAP	OAP	OAP	OAP	OAP	OAP	OAP	OAP	OAP	OAP	OAP	OAP	OAP	OAP	Ab	Ab	OAP	OAP	Ab
27	SHENDAGE POOJA NANDKUMAR	PNS	Ab	PNS	PNS	Ab	PNS	Ab	PNS	PNS	PNS	PNS	Ab	PNS	Ab	PNS	PNS	PNS	PNS	Ab	PNS	PNS	PNS	Ab	PNS	PNS	PNS	PNS	PNS	PNS	Ab
28	SHINDE PRADNYA DILIPRAO	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab
29	SUTAR AJAY VITTHAL	Ab	AVS	AVS	AVS	Ab	AVS	AVS	AVS	AVS	AVS	AVS	Ab	AVS	AVS	Ab	AVS	AVS	AVS	AVS	AVS	AVS	Ab	AVS	AVS	Ab	AVS	AVS	Ab	AVS	Ab
30	TAD AISHWARYA SURESH	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab
31	VAGARE GAURI BALU	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab
		BCA-I																													
32	BANSODE NIRANJAN SUDHAKAR	NSB	NSB	NSB		NSB		NSB	NSB	NSB		NSB	NSB	NSB	NSB	NSB	NSB		NSB		NSB		NSB	NSB	NSB		NSB	NSB	NSB	NSB	
33	BHANDARE RUSHAB ULHAS																														
34	BHOSALE PRADNYA SIDDHESHWAR	PSB	PSB	PSB	PSB	PSB	PSB	PSB	PSB	PSB			PSB	PSB	PSB	PSB	PSB		PSB	PSB	PSB	PSB	PSB		PSB	PSB		PSB			
35	BHOSALE TANAJI SHIVAJI																														
36	CHAUDHARI RAKESH SHANTARAM																														
37	CHAVAN REKHA SUBHASH	RSC	RSC	RSC	RSC		RSC	RSC		RSC	RSC	RSC	RSC			RSC	RSC	RSC		RSC	RSC		RSC	RSC			RSC		RSC		
38	CHAVAN RUPALI RAGHUNATH	RRC	RRC		RRC	RRC	RRC	RRC	RRC	RRC	RRC	RRC			RRC	RRC	RRC		RRC	RRC	RRC	RRC		RRC	RRC	RRC		RRC			
39	DALAVE PANKAJ VISHNU	P	P	P	P		P		P		P		P		P		P		P	P	P		P		P		P	P	P	P	



40	GAVANDI AKSHAYKUMAR LAXMAN
41	GAVANDI SAYALI TUKARAM
42	HOWALE SOURABH KIRAN
43	JADHAV VIGNESH ANIL
44	JAGDALE RASIKA RAMESH
45	KHIRGADE SONALI MANIK
46	KAMBLE NIMESH SUBHASH
47	KHARADE RUSHIKESH RAMESH
48	KUMBHAR RITESH AVINASH
49	MAHADIK SUDARSHAN DILIP
50	MALI SAMADHAN APPANNA
51	MALI SATISH VISHNU
52	MANDALE VINAYAK DAGADU
53	METKARI AJAY TULSHIRAM
54	MORE SHRISHAIL SHIVAJI
55	PATIL ANKIT SURYAKANT
56	PATIL HARSHAD LAXMAN
57	PATIL KALPAK DIPAK
58	PATIL RUTIK SAMBHAJI
59	PATIL SEEMA ANANDRAO
60	PATIL VAIBHAV RAJARAM
61	PAWAR RUTUJA VILAS
62	RORADE AAKANKSHA BHIMRAO
63	SALUNKHE SANDESH DATTAS



64	SAYYAD SAHIL SHERMAHAMAD	SSS	SSS		SSS		SSS		SSS		SSS		SSS		SSS		SSS		SSS		SSS		SSS		SSS	SSS	SSS	SSS	SSS		SSS
65	SHENDAGE NILESH LAXMAN	N	N	N	N		N	N	N	N	N	N	N			N	N	N	N	N	N		N	N		N		N	N	N	
66	SIVASE PAVAN VIJAY	P	P	P	P	P	P	P		P	P		P	P		P	P	P		P	P	P	P	P	P		P	P	P	P	P
67	THOMBARE PRANAY VIJAY																														
68	THORAT RAHUL APPASO	RAT	RAT	RAT	RAT	RAT	RAT	RAT	RAT	RAT	RAT		RAT		RAT	RAT		RAT		RAT	RAT		RAT		RAT		RAT		RAT		RAT
69	WAYDANDE ROHAN SAHEBRAO																														
70	ZAMBRE SACHIN TANAJI	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S			S	S		S	S	S	S		S		S
71	WAGH PANKAJ UTTAM