SET - 4

BACHELOR IN COMPUTER APPLICATIONS (BCA)

Term-End Practical Examination

00364

December, 2013

BCSL-013 : COMPUTER BASICS AND PC SOFTWARE LAB

Time allowed : 2 hours

Maximum Marks : 100
(Weightage : 50%)

Note : 1. *There are **five** questions, carrying **80** marks.*

2. ***20** marks are for **viva-voce**.*

3. *Each question is **compulsory**.*

1. (a) Try to execute the following Linux commands and write down the results : **6**

   (i) des   (ii) file

   (iii) head   (iv) Pwd

   (b) (i) Write all the steps for partitioning hard disks and adding extra RAMs   **6**

   (ii) Display the name of all files with home directory which is smaller (in size)   **4**
   than 5 KB

2. Create a new document. Add confidential as the water mark. Add a table and an   **16**
   image from the sample picture. Resize both table and image to look it a bit bigger.
   Tight wrap 5 lines of text around the table and image. Add header and footer. The
   footer should have a page number.

3. Create a table of expenses for daily needs. The workbook will have two columns;   **16**
   name of items and expenditure in percentage. Create a pie chart for the same data.
   The chart should have a proper title, legends and labels.

4. Create a presentation on BCA program (minimum five slides)   **16**

   (a) Each slide should have a timer based transition

   (b) All slides should have slide notes

   (c) All the slides may have different title styles

   (d) Add picture to at least one slide and show animation effect.

5. Do the following tasks in outlook : **16**
   (a) Set up an alert on the desktop to notify whenever an e-mail arrives in your e-mail box from the university.
   (b) Add your own signature to the e-mail message.
   (c) Write the steps for scheduling and rescheduling an event.
   (d) Write steps for creating yahoo group.

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