SET - 1

BACHELOR IN COMPUTER APPLICATIONS (BCA) (PRE-REVISED)
Term-End Practical Examination
December, 2013

00341

CS-611 (P) : COMPUTER FUNDAMENTALS AND PC SOFTWARE

Time allowed : 2 hours

Maximum Marks : 100
(Weightage : 15%)

General Instructions :

(i) *There are **four** questions of **20** marks each, totalling **80** marks. Rest **20** marks are for **viva-voce**.*

(ii) *Test all the macro's created by you (wherever needed).*

(iii) *Write all the steps that you have performed on your answersheet.*

(iv) *Print all the files, if required and possible, otherwise write partial data input and output on your answersheet.*

(v) *Make suitable assumptions, if any.*

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1. Perform the following tasks using MS-Windows : **20**

   (a) Find errors on your hard disk.

   (b) Write all the steps of creating a new Internet connection.

   (c) Change the screen resolution.

   (d) Show the steps of creating a new folder and copy a file in that folder.

   (e) Delete a file and then recover it.

2. Perform the following tasks using MS-Word : **20**

   (a) Enter two paragraphs on "My experience in BCA". Enter the following expression in the document created by you :

   $$(\text{Hard Work} \times \text{Practical})^{1/2} = \text{Marks}$$

   (b) Create a two level list in the document.

   (c) Change the line spacing to 2 and create 12 pt line space before and after a paragraph.

   (d) Find all the occurances of word "BCA" in your document and replace them by "MCA".

(e)   Demonstrate the use of auto text feature of word for entering "Bachelor of Computer Applications".

3.   (a)   Create five slides about the topic "Study Centre and Its Role" using **10** MS - Power point. All the slides should have different layout and slide transition.

(b)   Create a macro using MS - word that can be run using "CTRL- A". This macro **10** changes the font of entire document to Arial.

4.   Create a data file containing the name, address and mobile phone number of five of **20** your friends. Create a letter wishing them for the new year. Use the mail-merge feature of MS-Word to create a letter for each of your friend.

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