

No. of Printed Pages : 2

SET - 4

**BACHELOR IN COMPUTER APPLICATIONS (BCA)
(PRE-REVISED)**

**Term-End Practical Examination
December, 2013**

00044

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

Time allowed : 2 hours

*Maximum Marks : 100
(Weightage : 15%)*

General Instructions :

- (i) *There are four compulsory questions of 20 marks each. Rest 20 marks are for viva-voce.*
 - (ii) *Test all the macros created by you.*
 - (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 and state suitable assumptions, if any.*
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- 1. Perform the following tasks using MS-windows : 20
 - (a) Create a picture file and reduce its size.
 - (b) Increase the size of the desktop icons.
 - (c) Demonstrate the process of creating a dial-up connection.
 - (d) Demonstrate the process of installing a new printer.
 - (e) Create a folder in D-drive and copy a file in it.

- 2. Perform the following tasks using MS-word : 20
 - (a) Enter two paragraphs about "Internet and you." Also enter the following expression : $I^2 = HTML + CSS + (XML)^2$
 - (b) Create a numbered list in the document.

- (c) Insert the header "Internet" and page number as footer.
 - (d) Format the document such that it has two columns.
 - (e) Demonstrate the use of auto-text feature of MS-Word for entering the word "Internet"
3. (a) Create five slides using MS-Power Point about "Advantages of E-mail." Every slide should have a different layout and slide transition. **10**
- (b) Create a macro using MS-world that can be run using "CTRL-M" keys. The macro should change the left and right margins of the document. **10**
4. Create a data file containing name, address and phone number of five experts. Create a letter requesting them to be the examiner at your study centre. Use mail merge feature of MS-word to create letter for each of the expert. **20**
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