

BACHELOR OF COMPUTER APPLICATIONS (Pre-revised)
(BCA)

Term-End Practical Examination

December, 2014

00049

**CS-611(P)/S2 : COMPUTER FUNDAMENTALS AND
PC SOFTWARE**

Time : 2 Hours

Maximum Marks : 100

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- Note :**
- (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 answer-sheet.*
 - (iv) *Print all the required files, if possible, otherwise write partial data input and output on your answer-sheet.*
 - (v) *Make suitable assumptions, if any.*
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1. Perform the following tasks using MS-Windows : 20
 - (i) Defragment the Hard Disk.
 - (ii) Restore a deleted file from Recycle Bin.
 - (iii) Change the background image of desktop.
 - (iv) Share a folder with other computers using a password.

 2. Perform the following tasks using MS-Word : 20
 - (i) Change the line spacing to 2.0 and create 1.5 pt. line space before and after a paragraph.
 - (ii) Create a table to maintain address, mobile number and email-id of your friends.

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

(iv) Write the expression :

$$X_i = a_i^3 + b_i^3$$

(v) Enter Header "CS-66 Multimedia" in the document.

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3. (a) Create five slides using MS-PowerPoint to demonstrate the Infrastructure at your study centre. Use proper layout, images, and formatting for effective presentation. 10
- (b) Create a macro using MS-Word, that can be run using "CTRL+R" key. The macro should change colour and font size of the document. 10
4. Create a data file containing names and addresses of your friends. Create a letter to inform your friends that your examinations are now over and your next semester is starting after two weeks. Use MailMerge feature of MS-Word to create a letter for each of your friends. 20
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