BACHELOR OF COMPUTER APPLICATIONS (Pre-revised)
(BCA)
Term-End Practical Examination
December, 2014

CS-611(P)/S3 : COMPUTER FUNDAMENTALS AND PC SOFTWARE

00379

Time : 2 Hours   *Maximum Marks : 100*

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.*

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

(i)   Add a program in Start Menu.

(ii)   Show the directory tree of a drive.

(iii)   Change the display settings of your screen.

(iv)   Decrease the double click speed of the mouse.

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

(i)   Create a table to record marks of all the courses of BCA Semester 1 and Semester 2.

(ii)   Write the expression :

Sum = $3 \cdot x^3 + 2 \cdot x^2 + 1$

(iii) Write five uses of computer using numbered list.

(iv) Demonstrate Auto-Text feature of MS-Word.

(v) Find all the occurrences of the word "Computer" and replace it with word "PC".

3. (a) Create five slides using MS-PowerPoint about Computer Hardware. Use proper layout, formatting and tools to make your presentation effective. *10*

(b) Create a macro using MS-Word that can be run using "CTRL+J". The macro should set the font size to 20. *10*

4. Create a data file containing name and address of five Institutes/Universities. Write a letter to get information about Masters Level Programmes in the Institute/University. Use MailMerge feature of MS-Word to create a letter for each of the Institutes/Universities. *20*

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