

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

**Term-End Practical Examination**

**December, 2015**

00677

**CS-611(P)/S1 : 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 in this paper. 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
    - (a) Delete a file and recover it.
    - (b) Remove a program from the Start Menu.
    - (c) Increase the double-click speed of the mouse.
    - (d) Defragment the disk.
  
  2. Perform the following tasks using MS-Word : 20
    - (a) Create a table to keep your educational records including class, year of passing, educational board and percentage of marks.
    - (b) Create a document with two level list.

- (c) Write a paragraph about your favourite tourist place and insert an image related to tourism.
  - (d) Demonstrate the Auto-Text feature of MS-Word.
  - (e) Save the document created in (c) above on desktop.
3. (a) Create five slides using MS-PowerPoint about the uses of MS-PowerPoint. Use proper image, layout, formatting tools and colours to make the presentation effective. 10
- (b) Create a macro using MS-Word that can be run using “CTRL+T”. This macro changes the font of the entire document to “Times New Roman”. 10
4. Create a data file containing the name of Head of Department, Institution name and address. Create an application for informing the available vacancies at PC Infotec organization. Use Mail-Merge feature of MS-Word to create a letter for each Head of Department. 20
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