

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

Term-End Practical Examination

December, 2015

**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 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) Set a Screensaver and set a password for it.
 - (b) Demonstrate the process of backup and restore.
 - (c) Increase the size of desktop icons.
 - (d) Change the screen resolution.

2. Perform the following tasks using MS-Word : 20
 - (a) Create a table to keep record of books available in the library of your study centre. Record includes book title, author name and price.
 - (b) Write the expression :
$$Y = A_1X_1 + A_2X_2 + A_3X_3$$
 - (c) Write a paragraph about "Importance of water in life".
 - (d) Change line spacing to 1.5, font type to "Times New Roman" and colour to blue of the document created in (c) above.
 - (e) List five computer hardware devices using numbered list.

3. (a) Create a macro using MS-Word that can be run using “CTRL+R”. This macro should change font size to 16 of the whole document. 10
- (b) Create five slides using MS-PowerPoint about “Use of Computers”. Use proper image, layout, formatting, tools and colours to make your presentation effective. 10
4. Create a data file containing the names and addresses of five customers of a Garments Shop. Create a promotional letter of offer of 10% discount on all the garments. Use Mail-Merge feature of MS-Word to create a letter for each customer. 20
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