BACHELOR OF COMPUTER APPLICATIONS (Pre-revised)

(BCA)

Term-End Practical Examination

00996

December, 2015

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

Time : 2 Hours   *Maximum Marks : 100*

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.

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

     (a)   Change the system date and time to 18th January 2015 and 12:15 PM.

     (b)   Demonstrate the process of removing an installed software.

     (c)   Defragment the disk.

     (d)   Display the IP address of your PC.

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

     (a)   Write the expression :

$$S = \sum_{i=1}^{n} (X_i - Y_i)$$

     (b)   Create a table to keep the records of address, phone number and mobile number of your friends.

     (c)   Create a numbered list in a document to explain the use of MS-Word software.

     (d)   Create a document which explains your future objectives.

     (e)   Format the document created in (d) above, in two columns.

3. (a) Create five slides using MS-PowerPoint about "Mobile and its uses". Use proper layout, colours, tools and images to make your presentation effective. *10*

(b) Create a macro using MS-Word that can be run using "CTRL+A". The macro should change the top and bottom margins of the document. *10*

4. Create a data file containing the names and addresses of five experts of Computer Hardware. Create a letter of invitation to participate in a seminar on Computer Hardware at your study centre. Use Mail-Merge feature of MS-Word to create a letter to each of the experts. *20*

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