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

Term-End Practical Examination

ꪮꪮꪮ57

December, 2015

CS-611(P)/S4 : 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) Install a new printer.
   (b) Add a program in the Start Menu.
   (c) Show the list of resources that are available in your PC.
   (d) Create a folder and make it sharable.

2. Perform the following tasks using MS-Word : **20**
   (a) Write a paragraph about electricity and also insert the following formula in the document :

   $$E = mc^2$$

   (b) Create a table to keep attendance records of the students in a CS-611 theory counselling session.
   (c) Enter a header and footer in the document created in (a) above.
   (d) Change the line spacing to 1·5 and spacing between two paragraphs to 12 points.
   (e) Count the number of words in the document created in (a) above using MS-Word feature.

3. (a) Create five slides using MS-PowerPoint to explain the advantages of keeping the environment clean. Use proper layout, colours and tools to make the presentation effective. *10*

   (b) Create a macro using MS-Word that can be run using "CTRL+A". The macro should set header of the document as "CS-611 Lab". *10*

4. Create a data file containing the addresses of BCA students. Create a letter containing date-sheet of practical exam. Use Mail-Merge feature of MS-Word to create a letter for each student. *20*

———