

**BACHELOR OF COMPUTER APPLICATIONS (Pre-revised)  
(BCA)****Term-End Practical Examination****December, 2016****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) Find the free space available in Pendrive. Also format the Pendrive.
  - (b) Find the Processor and Operating System being used in your PC.
  - (c) Remove all the temporary files from your PC.
  - (d) Add a program in Start Menu.
  
2. Perform the following tasks in MS-Word : 20
  - (a) Write a paragraph about computer and change the line spacing to 2.0.
  - (b) Create a table to store name, address, mobile number and email-id of your friends.
  - (c) Write the following expression :

$$\text{Sum} = \sum_{i=1}^n X_i$$

- (d) Write the names of your friends using numbered list.
- (e) Enter header "CS-66(P)" in the document.

3. (a) Create five slides using MS-PowerPoint to demonstrate the products and discount on them (in a general store). Use proper layouts, colours and images to make the presentation effective. 10

(b) Create a macro using MS-Word that can be run using “CTRL + N” key. The macro should insert page number as footer in the document. 10
  4. Create a data file containing names and addresses of applicants for data entry operator post. Create a letter for informing applicants about date, time and place of entrance test for this post. Use Mail Merge feature of MS-Word to create a letter for all the applicants. 20
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