

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

Term-End Practical Examination

December, 2016

00003

**CS-611(P)/S4 : 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) Show the list of resources that are available in your PC.
 - (b) Change the size of desktop icons.
 - (c) Create a folder inside another folder and make it sharable.
 - (d) Uninstall a printer from your PC.

- 2. Perform the following tasks using MS-Word : 20
 - (a) Create a document with two level list.
 - (b) Create a table to keep attendance records of students in your batch.
 - (c) Write a paragraph about your favourite location. Format it with proper font size and colour.
 - (d) List five qualities of your best friend using Numbered list.
 - (e) Count the number of words in the document you have created in this question.

3. (a) Create five slides using MS-PowerPoint about the need of a medicine shop in a locality. Use proper layouts, formatting, colours and images to make your presentation effective. 10
- (b) Create a macro using MS-Word that can be run using “CTRL + G” key. This macro should change font size to 20 pt and font type to “Times New Roman”. 10
4. Create a data file containing names and addresses of students. Create a letter to inform them about convocation date and registration process to attend the convocation. Use Mail Merge feature of MS-Word to create a letter for all the students. 20
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