

**BACHELOR OF COMPUTER APPLICATIONS (Revised)  
(BCA)**

**Term-End Practical Examination**

**December, 2017**

00462

**BCSL-013(P)/S2 : COMPUTER BASICS AND PC SOFTWARE LAB**

*Time : 2 Hours*

*Maximum Marks : 100*

*(Weightage : 50)*

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- Note :**
- (i) *There are five questions carrying 80 marks.*
  - (ii) *The remaining 20 marks are for viva-voce.*
  - (iii) *All questions are **compulsory**.*
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1. (a) Execute the following Linux commands : 10
    - (i) cat
    - (ii) chmod
    - (iii) wc
    - (iv) diff
    - (v) dir
  - (b) Write all the steps for installing extra RAMs in your computer. 6
  2. Create a PowerPoint presentation on Outlook which should include objectives and important features of the product : 16
    - There should be at least five slides.
    - Add a picture and show animation effect on it.
    - Add a video on one slide which can be run.
  3. (a) Create a 2 page document in 3-column format. Create your own style and format the text using that style. 8
  - (b) Create a table of contents and a footnote for the above document. 8

4. Create a worksheet as below :

Type in the labels, salesperson ID, last year's sales, this year's sales, % change.  
Create formulae for total and average sales by salespersons and % change :

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Salesperson ID	Last year's sales (in ₹)	This year's sales (in ₹)	% Change
SPID1	1,00,000.00	1,50,000.00	
SPID2	50,000.00	70,000.00	
SPID3	70,000.00	90,000.00	
SPID4	80,000.00	40,000.00	
Total			
Average			

5. You and your friends are planning to attend a workshop on Scripting language which requires many activities to be done.

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- Sending an email message to the college authority to attend the workshop. It should have your signature.
- The mail should also be sent to the organizer conducting the workshop with your's and your friends' signatures.
- Fixing time and duration in the contact list for taking appointment.
- Make calendar for activities to be done.
- Use Outlook's features to fulfil all the scenarios.

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