

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

00492

Term-End Practical Examination

December, 2017

BCSL-013(P)/S3 : 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) date
 - (ii) grep
 - (iii) cmp
 - (iv) head
 - (v) cp
- (b) (i) Display the names of all files in the home directory that are less than 1 MB. 3
- (ii) Display a sorted list of all files in the home directory that contain the word TEE. 3
2. (a) You are applying for a programmer's job in software companies. Create a standard letter and use the Mail Merge feature to generate the customized letter. You need to create a database of all the s/w companies where you wish to apply for the job. 12
- (b) Show how to use superscript and subscript features for the following example : 4

$$A_3^2 B_4^3$$

3. Create a PowerPoint presentation on the important features of Excel (at least five slides). The presentation should be organized as follows : 16
- (a) Each slide should have a sound effect during the change-over.
 - (b) Add a video to one slide which can be run.
 - (c) Add a picture and show animation effect on it.

4. Create a worksheet as below :

Type in the labels, the student number, assignment and TEE results, and weightage for assignment and TEE. The total marks for each student and grade need to be calculated. While calculating the total marks, you must use weightage for each component. All marks are out of 100. While calculating grade the following formula should be used : 16

≥ 80 – A grade, $\geq 60 < 80$ – B grade, $\geq 50 < 60$ – C grade, < 50 – D grade

	A	B	C	D	E	F
1	2 nd Semester Results					
2	Student	Assignment	TEE (P)	TEE (T)	Total	Grade
3	S1	50	60	60		
4	S2	70	60	60		
5	S3	80	70	50		
6	S4	75	65	70		
7	S5	65	40	80		
8	Weightage	0.25	0.15	0.6		

5. Do the following tasks in Outlook : 16
- (a) Write all the steps to get rid of junk mails.
 - (b) Write all the steps to create a new document in Google Docs.
 - (c) Write all the steps to create a Google group.
 - (d) Add your signature to the e-mail message.