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

Term-End Practical Examination

ΠΠΠ99

December, 2017

CS-611(P)/S1 : 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) Format a Pendrive.

    (b) Restore a deleted file from the Recycle Bin.

    (c) Change double click speed of the mouse.

    (d) Set an Image as desktop background image.

2. Perform the following tasks using MS-Word :   **20**

    (a) Write a paragraph about your hobby and left align it.

    (b) Create a table to keep the names, addresses and mobile numbers of ten of your friends.

    (c) Write the following expression in the document :
    $$AX_\Delta^2 + BX_2 + C$$

    (d) Insert header "MY COMPUTER" in the document.

3. (a) Create five slides using MS-PowerPoint to explain the use of computers in Education. Use proper layouts, formatting, colour and images to make the presentation effective. *10*

(b) Create a macro using MS-Word that can be run using "CTRL + M" key. The macro should left align the selected portion in the document. *10*

4. Create a data file containing the addresses of your friends. Create a letter of invitation for your birthday party, mentioning date, time and venue of the party. Use Mail Merge feature of MS-Word to create a letter to all the friends whose addresses are stored in the data file. *20*

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