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

Term-End Practical Examination

December, 2017

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CS-611(P)/S4 : 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.*

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1. Perform the following tasks using MS-Windows :   *20*

   (a) Display IP address of your PC.

   (b) Search a file named My.doc in your PC.

   (c) Install a printer on your PC and make it sharable.

   (d) Change mouse pointer so that it displays pointer trails.

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

   (a) Write the following formula :

   $$E(x) = \sum_{i=1}^{n} P_i C_i + x$$

   (b) Write a paragraph about your favourite sport and convert it into a two-column document.

   (c) Count the number of words in the document created in (a) and (b) above.

   (d) Write the names of five input/output devices of a computer using numbered list.

3. (a) Create five slides using MS-PowerPoint to demonstrate the need of water in our life. Use proper layouts, formatting, colours 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 make the selected text bold and left aligned. *10*

4. Create a data file containing the names and addresses of experts selected to give their advice on "how to control air pollution" . Create a letter for the experts for a meeting mentioning date, time and venue of the meeting. Use Mail Merge feature of MS-Word to create a letter to all the experts in the data file. *20*

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