

**Bachelor of Computer Applications
(Revised) (BCA)
Term-End Examination
December, 2018**

COMPUTER BASICS AND PC SOFTWARE LAB.

Time : 2 Hours

Maximum Marks : 100

(Weightage : 50)

Note : There are *five* questions carrying 80 marks. The rest of 20 marks are for viva-voce. All questions are compulsory.

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| 1. (a) Execute the following Linux commands : | 10 |
| (i) man | |
| (ii) find | |
| (iii) more | |
| (iv) compare | |
| (v) des | |
| (b) (i) Display a sorted list of all files in the home directory. | 3 |
| (ii) Write all the steps to add extra RAM. | 3 |

2. Create a PowerPoint presentation on important features of Windows OS : 16
- (a) At least one slide should have a picture inserted into it.
- (b) Add sound effect for each new slide transition.
- (c) All the slides should have proper heading and should have slide notes.
- (d) Add a video to at least *one* slide which can be run.
3. Create a spreadsheet to calculate percentage change between January to June's sales of 2017 and those of 2018 for the following data : 16

Medicine's Sales of 2017 and 2018
(January-June)

Month	Sales (in ₹) (2017)	Sales (in ₹) (2018)	% Change
January	50,000.00	55,000.00	
February	60,000.00	50,000.00	
March	45,000.00	40,000.00	
April	35,000.00	45,000.00	
May	55,000.00	60,000.00	
June	45,000.00	45,000.00	

- (a) You are required to create a worksheet in appropriate format for the sample labels and data.
- (b) Also create a bar chart for the data columns and pie chart for the % change.

4. (a) Create a 2-page document in 2-column format. Build a table of contents for the document. Give a title to your document. 8+2=10
- (b) Create the following formulae : 6

$$\sum_{j=1}^n Y_j \sum_{i=1}^m X_i$$

5. Perform the following tasks using outlook : 16
- (a) Make a schedule for meeting with a RD from between 11 : 00 A.M. -11 : 30 A.M. in the 3rd week of July.
- (b) Send an e-mail to this effect to the RD with your signature.
- (c) Change the timing and venue for already scheduled meeting.