40683

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. Execute the following Linux commands : 8

   (a) (i) pwd

      (ii) grep

      (iii) du

      (iv) cat

   (b) Explore/dev and list all the devices which are available. Which are character oriented and which are block oriented ? Identify your own terminal (tty) by executing who am i command. Who is the owner of your tty ? 8

2. (a) You have been requested by the company's management to organize a tour for the newly recruited staff. Create a standard cover letter to inform all the newly recruited staff. Use mail merge feature to generate the customized letter. You need to create a database of all the members. Watermark the letter as official picnic.   12

   (b) Type the following :
      (i) $a^5b^6c^7 / d^8e^9$ 2
      (ii) ^mC_n 2

3. Create a PowerPoint presentation on feature of outlook (min. 5 slides) :
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   (a) All slides should have proper headings and should have slide notes.
   (b) Timer based transition.
   (c) At least one slide should have a picture associated with it and show animation effect.
   (d) All slides should have a common design.

4. Create the spreadsheet for the following data. It contains employee names (first name, last name), city, state and the income per month. You are required to create a spreadsheet in appropriate format for the sample labels and data :   16

Ram	Mohan	Mysore	Karnataka	50,000.00
Leela	Mohan	Bengalore	Karnataka	60,000.00
Deepak	Gandhi	Delhi	Delhi	70,000.00
Geeta	Chaudhary	Bhubaneshwar	Orissa	40,000.00
Gatuam	Sahu	Kharagpur	West Bengal	65,000.00
Anil	Kumar	Allahabad	U.P.	55,000.00
Milind	Verma	Ranchi	Jharkhand	35,000.00

   (a) Sort by last name and first name and save as "TEE 1".

(b) Sort by city and save as "TEE 2".

(c) Sort by rupees amount and save as "TEE 3".

(d) Total the income amount.

5. Imagine that you are to organize an event on Deepawali day. You need to create a calendar, create a contact list of persons whom you want to write, send e-mail with your signature.   16