

42503

No. of Printed Pages : 3

BCSL-013/S4

**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.

1. (a) Execute the following Linux commands : 8
 - (i) chmod
 - (ii) dir
 - (iii) who am i
 - (iv) more
- (b) Write all the steps for disk formatting. 8
2. You are to create your own personal letter head. It must include : 16
 - Your name
 - Your address include city, state, pin code

(A-5) P. T. O.

- Mobile no.
- Your e-mail
- Your website

Graphic(s) that pertain to you :

- (i) Name and address should be placed at the top left.
 - (ii) E-mail address and website should be placed at the right side.
 - (iii) Graphic(s) should be in the centre.
 - (iv) Letterheads must extend no more than 2 inches from the top of the page.
 - (v) Display the ruler bar and adjust the vertical ruler to the top of the page.
3. Make a presentation/five slides on "BCA Program of IGNOU". The presentation should be organized as follows : 16
- (a) Add a video to at least one slide.
 - (b) All the slides should have proper headings and should have slide notes.
 - (c) There should be a timer based transition to another slide.
4. Below are the details of income and expenses for the five years of an individual. You are required to create a spreadsheet in an appropriate format for the sample labels and data and calculate total expenses and saving for every year. Income, fixed expenses and variable expenses in every year will increase @ 10%, 20%, 25% respectively of the previous year. Write formulae for each calculation centre the heading of the spreadsheet "Income and expenses of five years" : 16

Income and Expenses of Five Years

	2012	2013	2014	2015	2016
Income	15,000.00				
Fixed Expenses	40,000.00				
Variable Expenses	70,000.00				
Total Expenses	—				
Saving	—				

5. Do the following tasks in outlook : 16
- (a) Create a contact list, modify to existing one and add a new contact in the contact list.
 - (b) Write all the steps to form a Yahoo group.
 - (c) Add a new appointment to your calendar.
 - (d) Set up an alert on the desktop to notify whenever an e-mail arrives in your e-mail box from the university.