

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

**COMPUTER FUNDAMENTALS AND
PC SOFTWARE**

Time : 2 Hours

Maximum Marks : 100

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- 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) Change double click speed of the mouse.
- (b) Add a program to start menu.
- (c) Change date and time of the system to 20-12-2018 at 11:30 A. M.
- (d) Display IP address of your PC.

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

- (a) List input and output devices of computer system using numbered list.
- (b) Create a table to store name, account number and address of customers of a bank.
- (c) Insert "My PC" as header in the document.
- (d) Write the following expression :

$$T = ax^3 + x_1 + x_2 + c$$

3. (a) Create five slides using MS-PowerPoint to demonstrate the use of "Smart Phone" in daily life. Use proper layout, formatting, colours and images to make presentation effective. 10

(b) Create a macro using MS-Word that can be run using "CTRL + T" key. The macro should change colour of selected text to red and its font size to 40 pt. 10

4. Create a data file of 10 students of class 10th of schools. Create a letter for informing the students about how to prepare for final examination and be stress free during study. Use mail-merge features of MS-Word, to create a letter for all the 10 students. 20