013613

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

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.

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

   (a) Create a folder on desktop and make it sharable.

   (b) Demonstrate backup and restore process.

   (c) Search whether "My.txt" file is there in your PC or not.

   (d) Install a printer and make it sharable.

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

   (a) Create table to store assignment marks of CS-65 course of BCA.

   (b) Insert your name as footer of the document.

   (c) Write a paragraph about applications of computer.

   (d) Count number of words in the document using MS-Word feature.

3. (a) Crate five slides using MS-PowerPoint to demonstrate different types of transport system available in your area. Use proper layout, formatting, colours and images to make the presentation effective. 10

   (b) Create macro using MS-Word that can be run using "CTRL + T" key. The macro should count the number of words in the document. 10

4. Create data file of 10 students of CS-611(P) course of your study centre. Write a letter to inform the students about CS-611(P) counselling schedule. Using mail-merge feature of MS-Word, create a letter for all the 10 students. 20