

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

- (a) Find and delete all the temporary files from your PC.
- (b) Defragment the Hard Disk.
- (c) Restore a deleted file.
- (d) Set screen sever on screen of PC.

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

- (a) Write the following expression :

$$X = \sum_{i=1}^n a_i * b_i + c$$

- (b) Write *five* places in India you like most using bulleted list.
- (c) Create a table to store name, address, mobile number and e-mail ids of your friends.
- (d) Write *five* lines about yourself and keep line spacing 2.0.

3. (a) Create *five* slides using MS-PowerPoint to demonstrate the use of Computer in Education. Use proper layout, formatting, colours and images to make the presentation effective. 10

(b) Create macro using MS-Word that can run using "CTRL + I" key. The macro should make selected text in font size 20 and underline it. 10

4. Create data file of 10 of your friends. Create a letter of invitation for your birthday party. Using mail-merge feature of MS-Word, create a letter for all the 10 friends. 20