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CS-611(P)/S4

**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 background image of screen of your PC.
- (b) Remove a program from your PC.
- (c) Format a pen drive and change its level.
- (d) Shift a file from one folder to another folder.

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

- (a) Write the following expression :

$$F(x) = ax^3 + bx^2 + cx + d$$

- (b) Write a paragraph about use of computer and change it into two columns.
- (c) Insert head of the document "CS-65 P."
- (d) Find the word computer in the above created document and replace it with "My Computer".

3. (a) Create five slides using MS-PowerPoint to demonstrate use of computer in Hospitals. 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 + I" key. The macro should make selected text in Bold and Italic. 10

4. Create a data file of 20 applicants for job of computer operator. Create a letter for inviting all the applicants to appear in interview for the job. Use mail-merge feature of MS-Word, create a letter for all the 20 applicants. Make necessary assumptions required. 20