

BACHELOR IN COMPUTER APPLICATIONS (BCA)

Term-End Practical Examination

June, 2013

01576

BCSL-013 : COMPUTER BASICS AND PC SOFTWARE LAB

Time allowed : 2 hours

*Maximum Marks : 100
(Weightage : 50%)*

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- Note :**
1. There are **five** questions carrying **80** marks.
 2. **20** marks are for **viva-voce**.
 3. All questions are **compulsory**.
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1. (a) Execute the following Linux commands : 8
 - (i) man (ii) des
 - (iii) find (iv) cat
- (b) (i) Write all the steps to add extra RAMs. 4
- (ii) Create short cuts for MS-Excel, MS-Word and MS-Power Point. 4
2. (a) Use a mail merge feature to send a letter to all your friends for inviting them to a function. 8
- (b) Create a 2-page document in 3 column format. 8
3. Create a workbook with columns name, enrolment Number, subject and grade. The following formula should be used for grading 16
 ≥ 80 - A
 $\geq 60 < 80$ - B
 < 60 - C

Marks column should be formatted with two decimal places. There should be atleast 10 records. Create a conditional format to highlight top 2 marks with red colour.

4. Create a power point on important features of spreadsheet : 16
- (a) All slides should have a picture inserted into it
 - (b) Use different customized animation effect on pictures
 - (c) Write speaker notes for each slide
5. Do the following tasks in outlook : 16
- (a) Write all the steps to get rid of junk mails
 - (b) Change the timing and location for already scheduled appointment
 - (c) Use a feature to send out a default message when you go on personal vacations/ holidays
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