

BACHELOR IN COMPUTER APPLICATIONS (BCA)

Term-End Practical Examination

June, 2013

00598

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. *Each* question is **compulsory**.
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1. (a) Try to execute the following Linux commands and write down the results : 8
 - (i) find (ii) diff
 - (iii) ls (iv) kill
- (b) (i) Write all the steps for partitioning hard disk 4
(ii) Display the sorted list of all files in your home directory 4
2. (a) Design a flyer for a birthday party use different styles, fonts and effects to create. 8
(b) Create a newsletter in 3-column layout. Each page should have an outside border. 8
The page should have a background column and footnotes for the above documents.
3. (a) Create a workbook containing sale of computers (in thousands) in a particular city for 6 months in the form of a bar chart. 10
(b) Use Autofill feature to fill column C with even numbers and column D with odd numbers in your workbook. There should be at least 5 records. 6
4. Create a presentation on Internet (min 5 slides) : 16
 - (a) Each slide should have a timer based transition
 - (b) All slides should have slide notes
 - (c) All the slides should follow same title style, same footer page number and date

5. Do the following terms in outlook :

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- (a) Set up an alert on the desktop to notify whenever an e-mail arrives in your e-mail box from the University.
 - (b) Add your own signature to the e-mail message
 - (c) Write the steps for scheduling and rescheduling an event
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