

**BACHELOR IN COMPUTER APPLICATIONS (BCA)
(PRE-REVISED)**

Term-End Practical Examination

01136

June, 2013

**CS-611(P) : COMPUTER FUNDAMENTALS AND
PC SOFTWARE**

Time allowed : 2 hours

Maximum Marks : 100

(Weightage : 15%)

General Instructions :

- (i) There are **four compulsory** questions of **20 marks each**. Rest **20 marks** are for **viva-voce**.
- (ii) Test all macros created by you.
- (iii) Write all the steps that you have performed, on your answer sheet.
- (iv) Print all the files, if required and 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) Search a file that you have created in powerpoint last year.
 - (b) Scan the disk for errors.
 - (c) Demonstrate the use of windows explorer.
 - (d) Demonstrate the steps of sharing a file with other user.
 - (e) Change the background image and colour of the desktop.

2. Perform the following tasks using MS-Word. 20
 - (a) Enter two paragraphs on "Mathematics for common person". Also insert the formulas
 $\sin^2 A + \cos^2 A = 1$ _____ (1)
 $x^2 + y^2 = z^2$ for a right angle triangle.
 - (b) Insert a table consisting of four columns and at least five data records having the Serial No, Name of famous teacher, his qualification and his subjects.
 - (c) Format the document to have two columns.

- (d) Insert a header "Maths and Me". Also reduce the top and bottom margins.
 - (e) Demonstrate the use of auto-text feature for entering the word "trigonometry".
3. (a) Create five slides using MS-Power point about use of Maths in teaching computer science. Every slide should have a different layout and slide transition. **10**
- (b) Create a macro using MS-Word that can be run using "CTRL-T" keys. The macro indents the entire document by one inch. **10**
4. Create a data file containing the name, address and phone numbers of five electronic shops. Create a letter asking for rates of a latest computer. Use the mailmerge feature of MS-Word to create letter for each of the electronic shop. **20**
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