

**BACHELOR OF COMPUTER APPLICATIONS (Pre-revised)
(BCA)**

Term-End Practical Examination

June, 2016

**CS-611(P)/S3 : COMPUTER FUNDAMENTALS AND
PC SOFTWARE**

Time : 2 Hours

Maximum Marks : 100

-
- 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.*
-

-
1. Perform the following tasks using MS-Windows : 20
- (a) Set a screen saver that activates after 10 minutes wait.
 - (b) Display the IP address of your PC on DOS prompt.
 - (c) Create a folder and make it sharable.
 - (d) Defragment the hard disk.
 - (e) Change date and time of the system to 01-01-2016 and 12 : 00 PM.
2. Perform the following tasks using MS-Word : 20
- (a) Write a paragraph about your favourite sports person.
 - (b) Insert an image related to any sport in this document.
 - (c) Create a bulleted list of the sports you like.
 - (d) Insert header "Sports" and footer "Current date" and page number in this document.

3. (a) Create a macro using MS-Word that can run using “CTRL+T”. This macro should change the font size to 24 and colour to green of selected paragraph. 10
- (b) Create five slides using MS-PowerPoint to promote cleanliness. Use proper layout, formatting and images to make the presentation effective. 10
4. Create a data file containing the names and addresses of five experts of Computer Networks. Create a letter of invitation to participate in a National Seminar on Computer Networks, at your study centre. Use Mail-Merge feature of MS-Word to create an invitation letter for each expert. 20
-