

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

**Term-End Practical Examination**

**June, 2016**

00188

**CS-611(P)/S1 : 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) Perform the ScanDisk function.
  - (b) Find the list of all active processes and applications.
  - (c) Change the sound settings of your PC; mute all the sounds.
  - (d) Install a new printer.

2. Perform the following tasks using MS-Word : 20
- (a) Create a table with columns S.No., Roll Number, Name, Present/Absent to record the students' attendance in a class.
  - (b) Write a paragraph about the use of computers in daily life. Make this paragraph bold and italic.
  - (c) Convert the paragraph of (b) above in two columns.
  - (d) Write the expression :  
$$A_1x + B_1y = IZ_1$$
3. (a) Create a macro using MS-Word that can run using "CTRL+T". This macro should convert the selected text in two columns and change its colour to green. 10
- (b) Create five slides using MS-PowerPoint about the use of mobile (Smart Phone) in daily life. Use proper images, layout, formatting and colours to make your presentation effective. 10
4. Create a data file containing the names and addresses of your five friends. Create an invitation letter for your birthday party. Use Mail-Merge feature of MS-Word to create the invitation letter for all the five friends. 20
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