

**BACHELOR OF COMPUTER APPLICATIONS (Revised)
(BCA)**

Term-End Practical Examination

June, 2018

BCSL-013(P)/S1 : COMPUTER BASICS AND PC SOFTWARE LAB

Time : 2 Hours

Maximum Marks : 100

(Weightage : 50%)

-
- Note :**
- (i) *There are five questions carrying 80 marks.*
 - (ii) *Rest 20 marks are for viva-voce.*
 - (iii) *All questions are compulsory.*
-

-
1. (a) Execute the following Linux commands : 10
- (i) cp
 - (ii) cat
 - (iii) who am i
 - (iv) pwd
 - (v) ls -al | more
- (b) Display the name of all files in home directory whose size is bigger than 1 MB but smaller than 5 MB. 6
2. Create a PowerPoint presentation on Linux OS (minimum 5 slides) : 16
- (a) For all the slides you should have timer based transition.
 - (b) All the slides should have proper heading and slide notes.
 - (c) Add a video to at least one slide which can be run on full screen option.
 - (d) All slides should follow common design format.

3. You are to create your own personal letterhead which should include the following :

16

- Name, Address (city, state, street, pin code), mobile number and e-mail-ID. This should be kept left side.
- Some graphics, pertaining to your organization (pick it up from any folder). This should be kept at the centre of the heading.
- URL and any other account should be placed at the right side of the heading.
- Letterheads must extend no more than 3 inches from the top of the page.
- Display the ruler bar and adjust the vertical ruler to the top of the page.

4. Below are the details of sales of cars and motorcycles in a particular city during the first 6 months of 2017. You are required to calculate total, percent of cars and motorcycles sales. Write appropriate formulae for each calculation.

16

Car and Motorcycle Sales during 2017				
	Cars		Motorcycles	
Month	Number	%	Number	%
Jan	500		1500	
Feb	1000		2000	
March	600		3000	
April	900		2500	
May	400		3500	
June	700		1700	
Total	—	—	—	—

You are required to create a worksheet in appropriate format for the sample labels and data and perform all the calculations as indicated above.

5. (a) Suppose you are organising an event at a nearby hotel. You are required to book a venue in the restaurant, fix time, send mails to all your guests. Write all the steps available in Outlook to fulfil the scenario above.

10

(b) Explain how to set up an alert on the desktop to notify you whenever an email arrives in your inbox.

6