

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

Term-End Practical Examination

June, 2018

01460

BCSL-013(P)/S2 : COMPUTER BASICS AND PC SOFTWARE LAB

Time : 2 Hours

Maximum Marks : 100

(Weightage : 50%)

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- Note :**
- (i) There are five questions carrying 80 marks.
 - (ii) Rest 20 marks are for viva-voce.
 - (iii) All questions are **compulsory**.
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1. (a) Execute the following Linux commands : 10
 - (i) finger
 - (ii) mv
 - (iii) head
 - (iv) grep
 - (v) df
 - (b) Display a sorted list of all files in the home directory that contain the word OS inside them (create two/three dummy files). 6
 2. (a) Create a PowerPoint presentation on important features of spreadsheets (minimum 5 slides). 10
 - For each of the slides, you should have a sound effect during the changeover.
 - Add a video to one slide which can run.
 - Write speaker note for each slide.
 - (b) Create a Photo Album in PowerPoint. 6
 3. (a) Create a Newsletter in a two-column layout. Set its background color and add your name as watermark. Each page should have a border and it should be landscape oriented. 8
 - (b) Design a Flyer for sale of children books. It should contain the text "Big Sale on Children's Books". Use different font style, size, colors, effects, alignments, etc. to create it. 8

4. Below are the details of income and expenses for five years of an individual. You are required to create a worksheet with appropriate labels and data and calculate total yearly expenses and savings (in %) for each year. Income from salary, and MFs and expenses increase at 10%, 8% and 5% respectively, of the previous year. Write formula for each calculation. Keep "Income and Expenses" at the centre of the heading.

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Income and Expenses

Details	Year 2013	Year 2014	Year 2015	Year 2016	Year 2017
Salary Income	2,00,000				
Income from MFs investments	10,000				
Expenses	1,00,000				
Total Income	-				
Savings (in %)	-				

5. (a) Imagine you are a course instructor for BCSL-045(P) and want to reschedule the practical classes for this course.
- You are required to fix time, book a lab and other resources and inform all the students and program coordinator through an email for conducting the practical classes.
- Write all the steps available in Outlook to fulfil the scenario above which include : create a contact list, add new appointment to your calendar, sending an email, etc.
- (b) Set up an alert on the desktop to notify whenever an email arrives in your inbox.

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