BACHELOR OF COMPUTER APPLICATIONS (Revised) (BCA)

Term-End Practical Examination

□□402

June, 2018

BCSL-013(P)/S3 : 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**.

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1. (a) Execute the following Linux commands :   *10*
    (i)   date
    (ii) uptime
    (iii) chmod
    (iv) diff
    (v)   pwd

    (b) Find the list of devices that are available in your system.   *2*

    (c) Write all the steps for installing the device drivers on your system.   *4*

2. You are applying for admission for Master's program in Computer Science in various universities. Create a standard letter for obtaining an application form and use the mailmerge feature to generate the customized letter. You need to create a database of all the universities where you wish to take admission.   *16*

3. Create a PowerPoint presentation on the important features of a search engine (at least 5 slides). The presentation should be organized as follows :   *16*
    (i)   For each of the slides, you should have timer based transition.
    (ii) Write speaker notes for each slide.
    (iii) Add a video to one slide which can be run.
    (iv) Add a picture and show animation effect on it.

4. Below are the details of overtime worked by daily wage workers of an organization on a weekly basis for the month of January, 2018. You are requested to create a spreadsheet in appropriate format for the sample labels and data. Keep the text "Overtime details for Jan 2018" at the centre of the spreadsheet heading. *16*

	Overtime details for Jan 2018						
1	Employees Code	1st week (Hours)	2nd week (Hours)	3rd week (Hours)	4th week (Hours)	Total	Amount Due
2	EMP-001	10	15	20	16		
3	EMP-002	15	8	10	8		
4	EMP-003	20	10	15	20		
5	EMP-004	10	15	7	10		
6	EMP-005	8	20	6	15		

Create formula for calculating total number of hours earned by each employee and the amount due to them on the basis that each employee is reimbursed at the rate of ₹ 20/hour.

5. Do the following tasks using Outlook : *16*

You and your friends are planning for a tour.

(i) Make a schedule in the 2nd week of June.

(ii) Add a list of places to visit.

(iii) Send an email with your signature.

(iv) Change the timing and venue for an already scheduled appointment.

(v) Make a blind copy to yourself.

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