CS-611(P)/S4

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

Term-End Practical Examination

June, 2018

00475

CS-611(P)/S4 : 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)   Change the date and time of your PC to 01-01-2018 and 11:30 a.m.

(b)   Create a folder named BCS11 and make it shareable.

(c)   Display IP address of your PC.

(d)   Add a program to Start Menu.

2. Perform the following tasks using MS-Word :   *20*

(a)   Create a table to store name, address, mobile number and email-id of five students of your class.

(b)   Write a paragraph about your favourite sport and format it into two columns.

(c)   Insert your name as Header in the document.

(d)   Count the number of words in the documents created in (a) and (b) above.

3. (a) Create five slides using MS-PowerPoint to make a presentation on the topic "Pollution, a major problem of today". Use proper layouts, formatting, colors and images to make the presentation effective. *10*

(b) Create a macro using MS-Word that can be run using "CTRL + M" key. The macro should make selected text Bold and Italic. *10*

4. Create a data file of ten customers of a provisional store. Create a letter for informing customers about ongoing offers at the store. Using mail-merge features of MS-Word, create a letter to all the ten customers. *20*