BACHELOR OF COMPUTER APPLICATIONS (Pre-revised)
(BCA)
Term-End Practical Examination
June, 2018

ロロロ55

CS-611(P)/S1 : 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.*

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1. Perform the following tasks using MS-Windows :   *20*

   (a)   Demonstrate backup and restore process.

   (b)   Remove a program from Start Menu.

   (c)   Increase the size of Desktop Icons.

   (d)   Create a new Internet connection for your PC.

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

   (a)   Write the following formula :

$$P = \sum_{i=1}^{n} X_i$$

(b) Write five uses of computers using numbered list.

(c) Write a paragraph about your friends.

(d) Insert page number in the document and make it bold and underlined.

3. (a) Create five slides to demonstrate advantages of regular exercise, using MS-PowerPoint. Use proper layouts, formatting, colors and images in your presentation.   *10*

(b) Create a macro using MS-Word that can be run using "CTRL + M" key. The macro should change left and right margins of the document.   *10*

4. Create a data file containing addresses of your ten friends. Create an invitation letter for your birthday party. Use mail-merge feature of MS-Word to create an invitation letter for all ten friends.   *20*

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