

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

Term-End Practical Examination

June, 2018

00445

**CS-611(P)/S2 : COMPUTER FUNDAMENTALS AND
PC SOFTWARE**

Time : 2 Hours

Maximum Marks : 100

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- 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) Change the screen resolution of your PC.
 - (b) Format a pen drive.
 - (c) Search file My.txt on your PC.
 - (d) Install a printer on your PC.

- 2. Perform the following tasks using MS-Word : 20
 - (a) Write a paragraph about different computer input and output devices.
 - (b) Find word "input" in document created in (a) above and replace it with "output".
 - (c) Create a table to to save course code, course title and credits of the courses in BCA Ist semester of IGNOU.
 - (d) Insert "Computer Fundamentals" as header in the document.

- 3.** (a) Create five slides using MS-PowerPoint to demonstrate use of computer in education. Use proper layouts, formatting, colors and images to make the presentation effective. *10*
- (b) Create a macro using MS-Word that can run using “CTRL + T” key. The macro should create a table. Make necessary assumptions, if any. *10*
- 4.** Create a data file containing addresses of ten parents of class 10 students of a school. Write a letter to the parents to come for a meeting with the Maths teacher for preparation of final examination. Use mail-merge feature of MS-Word to create a letter for each parent. *20*
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