

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

Term-End Practical Examination

June, 2018

00025

**CS-611(P)/S3 : 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) Delete a file and then recover it.
- (b) Remove a program from your PC using Control Panel.
- (c) Defragment the Hard Disk.
- (d) Decrease double-click speed of mouse of your PC.

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

- (a) Write a paragraph about the use of mobile phones and make it bold and italic.
- (b) Write the following expression :
$$H_2 + O_2 \rightarrow H_2O$$
- (c) Change line spacing of paragraph created in (a) above to 1.5.
- (d) Create five bulleted points information on use of computers in our life.

3. (a) Create five slides using MS-PowerPoint to demonstrate use of Mobile/Smartphone in our daily life. Use appropriate 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. This macro should set top and bottom margins of the document to 1.5. 10
4. Create a data file of addresses of ten experts of child education. Create a letter for inviting the experts for a meeting on "Child Education and Use of Technology". Use mail-merge feature of MS-Word to create a letter to all the experts. 20
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