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

**Term-End Practical Examination**

**June, 2015**

**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. 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
  - (i) Add a program in Start menu.
  - (ii) Recover a deleted file.
  - (iii) Install a printer and set it as a default printer.
  - (iv) Insert an image as background image of your desktop.
  
- 2. Perform the following tasks using MS-Word : 20
  - (i) Write a paragraph about your favourite sport. Also insert an image related to this sport.
  - (ii) Set top, left, bottom and right margins of the page to 1.5". Also insert date in footer in the document.
  - (iii) Change font type to "Arial", font size to 24 and line spacing 2.0 in the document you have created.
  - (iv) Demonstrate Auto-Text feature of MS-Word.
  - (v) Save this document and protect it by assigning a password to it.

3. (a) Create five slides using MS-PowerPoint about Storage Devices in PC. Use proper image, layout, formatting, tools and colour to make your presentation effective. 10
- (b) Create a macro that can be run using "CTRL+T". This macro should set the font of the whole document as "Times New Roman" and line spacing 1.5. 10
4. Create a data file containing the address of ten customers of an electronic goods shop. Create a letter to tell about the new TV, that is being sold from the shop with good discount. Use mail-merge feature of MS-Word to create a letter for each customer. 20
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