

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

00223

Term-End Practical Examination

June, 2015

**CS-611(P)/S4 : 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) Find the files on the disk which are having bad sectors.
 - (ii) Share a folder with other computers using a password.
 - (iii) Change double click speed of the mouse.
 - (iv) Find general information such as processor and operating system of your PC.

2. Perform the following tasks using MS-Word : 20
 - (i) Write a paragraph about natural resources and convert it into two columns.
 - (ii) Change line spacing to 2.0, font size to 20 and colour to green of the above (i) paragraph.
 - (iii) Write the expression :
$$A^2 = B_1^2 + B_2^2 + B_3^2$$
 - (iv) Create a table to keep the attendance of the students in your class.
 - (v) Using word count feature, find the number of words in the document you have created.

3. (a) Create five PowerPoint slides to make a presentation on uses of computer. Use proper image, layout, tools and colours to make the presentation effective. 10
- (b) Create a macro that can be run using "CTRL+T". The macro should select the entire document and format it into two columns and line spacing 1.5. 10
4. Create a data file containing the address of ten shortlisted candidates for interview, for data entry operator post. Create a letter to inform the candidates about date and time of the interview, along with the interview venue details. Use mail-merge feature of MS-Word to create a letter for each candidate. 20
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