

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

Term-End Practical Examination

June, 2016

00478

**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 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) Add a program in the Start Menu.
 - (b) Change the background of your PC screen.
 - (c) Change the mouse's double-click speed.
 - (d) Install a new printer.

- 2. Perform the following tasks using MS-Word : 20
 - (a) Write a paragraph about the use of computer. Change the line spacing of this paragraph to 2.0.
 - (b) Align the paragraph in (a) above to left.
 - (c) Create a table to maintain address record (including name, address, PIN, mobile/phone number and e-mail id) of your teachers.
 - (d) Write the expression :

$$N = \sum_{i=1}^n X_i * Y_i$$

3. (a) Create five slides using MS-PowerPoint to demonstrate the infrastructure at a sports goods showroom. Use proper layout, images and formatting for effective presentation. 10
 - (b) Create a macro using MS-Word, that can run using "CTRL+T" key. The macro should make the selected text bold and italic. 10
 4. Create a data file containing the names and addresses of your five friends. Create a letter to inform your friend about your preparation for the examination. Use Mail-Merge feature of MS-Word to create a letter for each of your friends. 20
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