

BCA (Revised)

Term-End Practical Examination

December, 2011

04957

BCSL-013 : COMPUTER BASICS AND PC SOFTWARE LAB

Time allowed : 2 hours

Maximum Marks : 100

Weightage : 50%

Note : There are *five* sections in this paper. Each section is of 20 marks. (15 marks for practical and 5 marks for *viva-voce*). Each section is compulsory.

SECTION - I

Operating System

1. Execute the following Linux commands and write down the results and use of each command. 10
 - (i) Finger
 - (ii) Who am i
 - (iii) Ch mod
 - (iv) more
 - (v) diff
2. Answer the following questions. 2
 - (i) How mouse is connected to PC ? 2
 - (ii) How can you remove an item from a program menu. 1
 - (iii) List use of the following function keys
F2 and F4

SECTION - II

Word Processing

3. (i) You have been asked by a management of a company to organize a tour for newly recruited staff in the company. Create a standard cover letter to inform all new members and use mail merge to generate the customized letters. You need to create a database of all the members whom you wish to inform. 9
- (ii) Build a table of contents for a document. You may copy the text from anywhere else to create the document. You may use any heading from your course material. 6

SECTION - III
Spread Sheet

4. Create a table of records with column name and monthly salary. Salary amount should be formatted with two decimal places. There should be at least 10 records with table. Create a conditional format to highlight top 2 salary amounts with blue colour and the lowest salary amount with red colour. The table should have a proper heading. **15**

SECTION - IV

Power Point

5. Create a presentation on IGNOU (at least 10 slides)

15

- (i) All the slides should follow common design, i.e. same title style, same footer with page number, date etc.
- (ii) All slides should have slide notes.
- (iii) There should be some sound effect while moving from one slide to another slide.

SECTION - V
E-Mail / Outlook

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| 6. | (i) | Make a schedule for conducting TEE (theory) every day between 10 AM to 1 PM and between 2 PM to 5 PM in the month of June except Sunday and make it reoccur everyday in the month of December. | 9 |
| | (ii) | Set up an alert on the desktop to notify whenever an e-mail arrives in your inbox. | 6 |