

BCA (Revised)

Term-End Practical Examination

03466

December, 2011

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 practicals 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) cat
 - (ii) ln
 - (iii) Find
 - (iv) rm
 - (v) cmp

2. Answer the following questions :
 - (i) Create shortcuts for MS Power Point. 1
 - (ii) How do you connect your Pen drive to your system (which port?) ? 2
 - (iii) List use of function keys 2
F2, F4 and F5

SECTION - II
Word Processing

3. (i) Create a two page document in two-column layout. Each page should have a border and should be landscape oriented. Set a background colour and add 'BCA' as the watermark. Give your document a title which should be displayed in the header. 9
- (ii) Create an index for the above document. 6

SECTION - III
Spreadsheet

4. Create a table of monthly expenses in an office environment. The table will have two columns. Item name and expenditure amount. The expenditure amount should be formatted with two decimal places. There should be at least 15 records in the table. Create a pie chart for the expenditure amount. Examples of expenditure heads can be papers, pencils, pen, meeting, seminar etc. The chart should have proper title, labels and legends. **15**

SECTION - IV

Power Point

5. Create a power point on open source software (at least 10 slides) 15
- (i) All slides should have slide notes.
 - (ii) All the slides should follow common design i.e. same title style, same footer with page number and date.
 - (iii) Use different customized animation effects on pictures (to be added) and Clip Art (to be added) on any four of ten slides.

SECTION - V
E-Mail / Outlook

6. (i) Make a schedule for conducting TEE (practical) every weekends in the month of January between 9.30 AM to 5.30 PM and make it reoccur every weekend in the month of July also. 9
- (ii) Write all the steps to get rid of all junk emails. 6
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