

BCA (Revised)

Term-End Practical Examination

01089

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 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 result and use of each command. 10
 - (i) Up time
 - (ii) date
 - (iii) ls
 - (iv) grep
 - (v) WC

2. Answer the following questions.
 - (i) How will you install extra RAM in your computer ? 3
 - (ii) List use of function keys F5, F6 and F7 2

SECTION - II

Word Processing

3. (i) Create a standard greeting letter to wish all your friends on the eve of new year using mail - merge feature. You need to create a database of all the members. 9
- (ii) Create a new document. Add a picture (from a sample picture) to the document. Resize it to make a smaller. Add 5 lines to the document for the picture. Tight wrap the text around the image. 6

SECTION - III

Spreadsheet

4. Create a new workbook containing students performance in the first year of BCA. 15
Add column heading as Name, Total marks of subject 1, total marks of subject 2,
Total marks of all subjects. Add 10 records to the table. Add title to the table as
students performance. Use functions to calculate total marks and percentage for each
student. Add headers and footers to the worksheet.

SECTION - IV

Power Point

5. Create a presentation on computer BASICS (10 slides) 15
- (i) All the slides should follow common design.
 - (ii) All slides should have slide notes.
 - (iii) At least two slides should show some animation effects (Text animation for example).
 - (iv) At least two slides should have some sound effects.

SECTION - V
E-Mail / Out look

6. Make a schedule for conducting 9
- (i) Project viva-voce everyday from 15th May to 30th May between 10 AM to 6 PM and make it reoccur in the month of October within the same time period.
 - (ii) Write steps to setup an alert on the desktop to notify you whenever an e-mail arrives in your inbox. 6