SET - 1

BACHELOR IN COMPUTER APPLICATIONS (BCA)

Term-End Practical Examination   02204

December, 2011

CS-611P:COMPUTER FUNDAMENTALS AND PC SOFTWARE

Time allowed : 2 hours

Maximum Marks : 100
(Weightage : 15%)

General Instructions :

(i) There are **four** questions of **20** marks each in this paper, totalling **80** marks. Rest **20** marks are for **viva-voce**.

(ii) Test the macro's created by you (wherever needed).

(iii) Write all the steps that you have performed on your answerscript.

(iv) Print all the files if required and possible, otherwise write partial data input and output in your answerscript.

(v) Make suitable assumptions, if any.

1. Perform the following tasks using MS - Windows :   20

   (a) Find the folder whose name is IGNOU and is on the D Drive.

   (b) How will you add a program in start menu ? How will you remove a program from it. Demonstrate the steps without actually adding or deleting a program from start menu.

   (c) Create a new internet connection for your computer. Demonstrate all the steps.

   (d) Show the configuration of your computer.

   (e) Suppose your hard disk is very slow. Demonstrate which utility you may like to use to remedy the situation.

2. Perform the following activities using MS - Word :   20

   (a) Enter the mathematical formula

   $$\cos2A = \cos^2A - \sin^2A$$

   Write two more paragraph about use of Mathematics in Computer Science.

   (b) Protect your file using a password.

(c) Create a numbered list as :

(i) Context

(ii) Project Feature

- Timely completion

- Early problem detection

(iii) Summary of Report.

(d) Create mirror margins for the document.

(e) Demonstrate the use of auto-text feature of MS-Word while entering the word "computing".

3. (a) Create 5 slides using MS-Power Point about the "Importance of Degrees in life". Each slide should have different layout. Also set a slide transition time of 10 sec. between the slides. **10**

(b) Create a macro that can be run using keys "CTRL-Y". The macro changes the font size of entire document to 12. It also adds a header "Exam" and Page number as footer. **10**

4. Create a data file containing name, warden name, address of 5 different working person's in hostel. Create a request letter about availability of room for you. Use mailmerge feature of MS-Word to create letter for each of the warden. **20**

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