

BACHELOR IN COMPUTER APPLICATIONS (BCA)

Term-End Practical Examination

04164

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 macros created by you, (wherever needed).
 - (iii) Write all the steps that you have performed, in your answerscript.
 - (iv) Print the files, if required and possible, otherwise write partial data input and output in your answerscript.
 - (v) Make suitable assumptions, if any.
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1. Perform the following activities using MS-Windows : 20

- (a) Find the list of all the files that are in D drive that have been created using MS-Word.
- (b) Show all the TCP/IP settings of your computer and explain them to the examiner.
- (c) Set a password for the screen saver.
- (d) Show all the steps of backing up and restoring files from the backup.
- (e) Change the display settings of your desktop.

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

- (a) Create two paragraphs about "Advantages of Chemistry" in daily life. Also enter the following formulas in your document :
 $H_2(SO_3)_2$ and H_2O
- (b) Create a header and footer in the file.
- (c) Insert a clip-art in the file and resize that to a size of 1"×1".

- (d) Format the document having two columns.
 - (e) Demonstrate the auto-text feature of MS-Word for entering word "Chemistry".
3. (a) Create five slides about "Role and Responsibilities as a Student". 10
Each slide should have different layout and slide transition effects.
- (b) Write a macro that can be run using "CTRL-A". The macro sets the 10
left and right margins to 1" and 2", and changes the line spacing in
the entire document to 1.5 lines.
4. Create a file containing name, designation and address of five bank 20
managers. Create a letter requesting for loan for education. Use mail
merge feature of MS-Word to create letter for each of these managers.
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