

BACHELOR IN COMPUTER APPLICATIONS (BCA)

Term-End Practical Examination

03754

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.

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

- (a) Show all the steps of installing a new printer and making it as default printer.
- (b) Show all the steps of adding and removing a program.
- (c) Show all the steps of scanning your disk of errors.
- (d) Show the directory tree of d drive of your computer.
- (e) Make a file sharable.

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

- (a) Enter two paragraphs about "Importance of Goals in life". Also Enter the following formulas
 H_2O , CO_2 , NO_2 in water = Acid Rain
- (b) Insert a table having 4 columns about your future plans.
- (c) Format the paragraphs as bulleted lists.
- (d) Insert a header "EXAM" and footer containing the date of examination.
- (e) Demonstrate the use of auto-text feature of MS-Word.

3. (a) Create five slides using MS-Power point about "Important courses of BCA 1st year". All the files should have different layout and different slide transition. 10
- (b) Create a macro that can be run using "CTRL-2". This macro formats entire document to have two columns. 10
4. Create a data file containing names, designation and address of five of your counsellors, write a letter to invite them for a presentation. Use the mailmerge feature of MS-Word to create the letter for each of the counsellors. 20
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