

BACHELOR IN COMPUTER APPLICATIONS (BCA)

Term-End Practical Examination

02665

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 and state suitable assumptions, if any.

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

- (a) Show steps of recovering a file just deleted by you.
- (b) Show the process of creating a dial-up connection for your computer.
- (c) Show all the audio devices connected to your computer.
- (d) Find the files that were created using MS-Power Point after 01-09-2011.
- (e) Create a short cut for a folder on your desktop.

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

- (a) Enter two paragraphs about "Uses of Physics in Daily life" also enter the formula.

$$V = ut + \frac{1}{2} at^2$$

- (b) Change the line spacing to 1.5 lines, and left and right margins to 1.0", 1.0".

- (c) Enter a table containing five columns about your educational qualifications.
 - (d) Enter the header "IGNOU" and footer "Date of file creation-".
 - (e) Demonstrate the auto-text feature of MS-word.
3. (a) Create five slides using MS-Power Point about the "Advantages of University System". Each slide should have different layout and transition. 10
- (b) Write a macro that can be run using "CTRL-P", the macro prints the file on the default printer. 10
4. Create a data file containing name and address of five software development organisations, create a letter addressed to personal manager of the organisation asking for suitable opening. Use mailmerge feature of MS-Word to create a letter for each of the software development organisations. 20
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