

BACHELOR IN COMPUTER APPLICATIONS (BCA)

Term-End Practical Examination

01717

June, 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 answer-script.*
 - (iv) *Print the files, if required and possible, otherwise write partial data input and output in your answer-script.*
 - (v) *Make and state suitable assumptions, if any.*
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- 1. Perform the following activities using MS - Windows : 20
 - (a) How can you recover a file that has been deleted by you ?
 - (b) Demonstrate the use of disk defragmentor utility. Why is it needed ?
 - (c) Demonstrate the process of creating a dial-up connection on your computer.
 - (d) Show the list of resources that are available in your computer.
 - (e) Change the wall-paper and display settings of your window desktop.

- 2. Perform the following activities using MS - Word : 20
 - (a) Enter the following formula in a box

$(a + b)^2 = a^2 + 2ab + b^2$

Enter two paragraphs about the use of mathematics in general life.
 - (b) Insert a table in your document having four columns. The table should contain serial No., School name, Class % of marks. The table should have proper headings.
 - (c) Create a header "Examination Centre" and create a footer showing page numbers in the centre.
 - (d) Create a password to protect this document.
 - (e) Demonstrate auto text feature of MS - Word.

3. (a) Create five slides using MS - Power Point about the importance of Computer Science in life. Each slide should have different layout. Also set the slide transition between the slides. 10
 - (b) Create a macro that can be run using "CTRL-D". The macro sets the mirror margins in the pages as 2.5" and 1.0" (or equivalent units) 10
 4. Create a data file containing name, designation and address of five officials of stadiums. Create a request letter about use of stadium by you for jogging. Use mailmerge feature of MS - Word to create letter for each of these officials. 20
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