

BACHELOR IN COMPUTER APPLICATIONS (BCA)

Term-End Practical Examination

00990

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 (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 suitable assumptions, if any.*

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- 1. Perform the following activities using MS - Windows : 20
 - (a) Install a new printer but do not make it the default printer.
 - (b) Find all the Power Point files that were modified in the last month.
 - (c) Display the IP address of your computer in DOS prompt.
 - (d) Set a screen saver. Also set a password for the screen saver.
 - (e) How will you take backup of all the files ? Show all the steps.

 - 2. Perform the following tasks using MS - Word : 20
 - (a) Insert the following text in a document :

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

Also write two more paragraphs about "use of e-learning in Mathematics".
 - (b) Change the line spacing to 2, font size to 14 points, font to Arial, left and right margins to 1" and 5" respectively.
 - (c) Insert a table with four columns containing headings : "Serial Number", "Name", "Highest Qualification", "Software known".
 - (d) Set the format of the document to have two columns.
 - (e) Demonstrate the Auto text feature of MS - Word.

3. (a) Create five slides using MS - Power Point about "Arts and Culture of India". Each slide should have different layout. Also set the slide transitions. 10
- (b) Create a macro that can be run using "CTRL+Z". The macro sets the header of the file as "IGNOU Practical Exam" and footer as "Page no. #". 10
4. Create a data file containing the address of five teachers of your school. Create a letter highlighting your achievements. Use mailmerge feature of MS - Word to create a letter for each teacher. 20
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