BACHELOR IN COMPUTER APPLICATIONS (BCA)

Term-End Practical Examination 00294

December, 2013

BCSL-013 : COMPUTER BASICS AND PC SOFTWARE LAB

Time allowed : 2 hours   *Maximum Marks : 100*
                                                                    (Weightage : 50%)

Note :   1. *There are* **five** *questions carrying* **80** *marks.*

2. **20** *marks are for* **viva-voce**.

3. *All questions are* **compulsory.**

1. (a) Execute the following Linux commands :   6
    (i)   man   (ii)   find
    (iii) more   (iv)   cmp

    (b) (i)   Display a sorted list of all files in the home directory   6
        (ii) Create short cuts and Ms-Power Points   2
        (iii) Write all the steps to add extra RAMs   2

2. (a) Use a mail merge to send a letter to all your friends for inviting them to attend the   8
        inauguration of a seminar.

    (b) Create a two-page document in 2-column format. Build a table of contents for   8
        this document. Give your document a title which should be displayed in the
        header.

3. Create a workbook with column name, enrolement number, subject. The following   16
    formula should be used for grading.

    ≥ 80- A grade

    ≥ 60 < 80 - B grade

    ≥ 50 < 60 - C grade

    < 50 - D grade

    All the names are in column A, stored in the format last name, first name use convert
    to text feature to separate first name and the last name. Marks column should be
    formatted with two decimal places. There should be at least 10 records.

4. Create a powerpoint slides on important features of Java (at least 5 slides)   **16**
    (a) All slides should have a picture inserted into it
    (b) Use different customized animation effect on pictures
    (c) Write speaker notes for each slide
    (d) Add sound effect for each new slide transition

5. Do the following tasks in outlook :   **16**
    (a) Write all the steps to get rid of Junk mails
    (b) Write all steps to create a new document in Google Docs
    (c) Use a feature to send out a default message when you go on holiday
    (d) Write all steps to create a Google group