

**BACHELOR IN COMPUTER APPLICATIONS (BCA)
(PRE-REVISED)**

Term-End Practical Examination

00544

December, 2013

**CS-611(P) : COMPUTER FUNDAMENTALS AND
PC SOFTWARE**

Time allowed : 2 hours

Maximum Marks : 100

(Weightage : 15%)

General Instructions :

- (i) *There are four compulsory questions of 20 marks each. Rest 20 marks are for viva-voce.*
- (ii) *Test all macros created by you.*
- (iii) *Write all the steps that you have performed, on your answersheet.*
- (iv) *Print all the files, if required and possible, otherwise write partial data input and output on your answersheet.*
- (v) *Make suitable assumptions, if any.*

1. Perform the following tasks using MS-windows 20
 - (a) Demonstrate the steps of installing a new hardware device on your computer.
 - (b) Display the IP address of your machine.
 - (c) Show the directory tree of your C drive using Windows explorer.
 - (d) Show the steps of searching .gif files.
 - (e) change the background picture of your desktop.

2. Perform the following tasks using MS-Word : 20
 - (a) Enter two paragraphs on "Use of Chemistry". Also insert the chemical formulas : H_2O and $C_6H_{12}O_6$

 - (b) Insert a table having five columns as The column heading should be, Serial No, Name of school, Exam passed, year of passing and percentage of marks. Enter some data in the table.

- (c) Change the line spacing to 1.5 and spacing between two paragraphs (before and after both) to 12 points.
 - (d) Enter a footer and header in the document.
 - (e) Demonstrate the use of auto-text feature of word for entering word "Chemistry".
3. (a) Create five slides using MS- Power point about "Importance of Good Health in Life." Every slide should have a different layout and slide transition. **10**
- (b) Create a macro using MS-Word that can be run using "CTRL-X." The macro changes the format of the entire document to two columns. **10**
4. Create a data file containing the organisation name, address and contact person name. Create a letter asking the organisation about the possibility of recruitment with them. Use the mail merge feature of MS-word to create letter for each of the organisation. **20**
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