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

Term-End Practical Examination　　　　00582

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 the 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 and state suitable assumptions, if any.*

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

(a) Demonstrate the process of backup and restore.

(b) Change the date and time of the system and then restore the original settings of date and time.

(c) Demonstrate the process of removing an installed software.

(d) Defragment the disk

(e) share a file with other computers using a password.

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

(a) Enter two paragraphs on "Science in day-to-day life." Also insert the following formula in the document : $SC^2 = Ma^2 + Ch^2 + Ph^2$

(b) Insert a table with four columns and at least 4 rows. Enter your work experience in this table.

(c) Create mirror margins in the file.

(d) Find all the occurances of the word "Science" in the document, one - by - one.

(e) Demonstrate the use of auto text feature of MS-Word for entering word "Student."

3. (a) Create five slides using MS-Power point about "My School." All the slides should have different layout and slide transition. **10**

(b) Create a macro using MS-word that can be run using "CTRL-Y" keys. The macro changes the line spacing and paragraph spacing of the entire word file. **10**

4. Create a data file containing name of personnel manager, Organisation name and address. Create an application for the post of "Software Engineer." Use mail merge feature of MS-word to create a letter for each organisation. **20**

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