

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

Term-End Practical Examination

December, 2012

01785

**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 all macro's created by you (wherever needed).
- (iii) Write all the steps that you have performed on your answer script.
- (iv) Print all the files if required and possible, otherwise write partial data input and output in your answer script.
- (v) Make suitable assumptions, if any.

-
1. Perform the following tasks using MS-Windows : 20
 - (a) Your disk has errors, what command will you use to check the errors ?
 - (b) Change the background screen color of the desktop.
 - (c) Create a new folder with the name IGNOU under the "My Document" folder.
 - (d) Show steps to install a printer and making it as default printer.
 - (e) Show steps to change the date of your computer.

 2. Perform the following activities using MS word : 20
 - (a) Create two paragraphs about "Health Hazards". Enter the formula SO_2 , NO_2 and H_2SO_3 in your text.
 - (b) Format the document to have two columns, line spacing 1.5 and space between paragraph (before and after) as 12 pts.
 - (c) Create a table with at least 5 rows containing columns for serial No, Chemical Name, Chemical formula, possible risk to health.
 - (d) Insert a header "Health Hazards". The footer should include page numbers.

- (e) Demonstrate the use of auto-text feature of MS-word for entering text "Health Hazards".
3. (a) Create five slides about "Water Pollution". All the slides should have different layout and slide transition. 10
- (b) Create a macro in MS-word that can be run using " CTRL-F" keys. The macro should change the font and fontsize to Arial, 14 pts respectively for the first paragraph of the document. 10
-
4. Create a data file containing name and addresses of 5 employment consultants. Create a letter for application for jobs. Demonstrate the use of mailmerge feature of MS-Word for creating a job application for each of the employment consultant. 20