

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

Term-End Practical Examination

00515

December, 2012

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

Time allowed : 2 hours

Maximum Marks : 100
(Weightage : 15%)

General Instructions :

- (i) There are **four** questions in this paper of **20** marks each. 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, on your answer script.
- (iv) Print all the files if required and possible, otherwise write partial data input and output on your answer-s script.
- (v) Make suitable assumptions, if any.

1. Perform the following steps using MS-windows : 20
 - (a) Find a file named test in the first name and .doc as extension.
 - (b) Perform the task of disk defragmentation.
 - (c) Recover a recently deleted file.
 - (d) Create a new folder "IGNOU" in d drives, create another sub-folder named "Test" in this IGNOU folder.
 - (e) Create a screen saver password.

2. Perform the following tasks using MS-Word : 20
 - (a) Enter two paragraphs about use of science in daily life. Also enter the formula $s = ut + \frac{1}{2}at^2$ in your document.
 - (b) Change the line spacing to 2 and paragraph spacing to 6 pt (before and after).
 - (c) Insert a table with at least five rows. The column of the table should contain :
S.No, Formula, Used for, comments.

- (d) Insert a header in the document named :
"Testing for CS-611". The footer should have page numbers at right side.
- (e) Demonstrate the use of auto-text for entering text "Mathematics".
3. (a) Create five slides using MS-Powerpoint about "Use of computers". 10
Every slide should have different layout and slide transition.
- (b) Create a macro in MS-word that can be run using "CTRL-M" keys. 10
The macro creates mirror margins on even and odd pages.
4. Create a data file containing the name, address and pincode of five 20
different schools. Create a letter inviting the schools for the Sports Day to
be held at your school. Use the mailmerge feature of Ms-word to create
invitation letter for each of the school.
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