

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

Term-End Practical Examination

December, 2012

01965

**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 answerscript.*
- (iv) *Print all the files, if required and possible, otherwise write partial data input and output on your answer-script.*
- (v) *Make suitable assumptions, if any.*

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- 1. Perform the following tasks using MS-Windows. 20
 - (a) Demonstrate the process of taking back up of a disk. How will you use this back up for recovery from failure.
 - (b) Share a file using a password.
 - (c) Show steps of installing a new hardware device.
 - (d) Create a new folder in d drive named "EXAM". Create two subfolders in this folder named "Part 1" and "Part 2" respectively.
 - (e) Set up a new dial-up connection.

 - 2. Perform the following tasks using MS-Word : 20
 - (a) Enter two paragraphs about "Physics and Computer". Also enter the formula $v^2 = u^2 + 2gs$
 - (b) Set the margins of even odd pages as mirror margins.
 - (c) Insert a bulleted list at two levels :
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- (d) Find and replace all occurrences of word "the" with "a"
- (e) Demonstrate the use of auto-text feature of Word while entering the text "Physics".
3. (a) Create five slides about "Use of Technology in teaching". All the slides should have different layout and slide transition. **10**
- (b) Create a macro that is run by using "CTRL-X" keys. The macro changes the font of the entire document to "Arial" and changes the line spacing to 2 for the first paragraph. **10**
4. Create a data file containing the name and address of five counsellor's. Create a letter showing your appreciation for teaching you. Use mailmerge feature of MS-word to create a thank-you letter for each of the counsellor. **20**
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