

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

**Term-End Practical Examination
December, 2012**

01955

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

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- 1. Perform the following tasks using MS-Windows : 20
 - (a) A new font is to be added to your computer. Show how will you perform this task ?
 - (b) Find all the errors in C drive.
 - (c) Find and display the TCP/IP settings of your computer. What is the IP address of your computer.
 - (d) Create a new folder "IGNOU" in d drive, show this folder in the directory tree.
 - (e) Show the steps of removing a software from your machine using control Panel.

 - 2. Perform the following tasks using MS-Word : 20
 - (a) Enter two paragraph about the topic "Chemicals and Computers". Enter the formula SiO₂ and CO₂ in your document.
 - (b) Insert a two level numbered list into your document :

- (i) _____
 - (A) _____
 - (B) _____
 - (ii) _____
 - (C) _____
 - (D) _____
- (c) Change the left and right margins on the document to 1" and 4" respectively.
- (d) Find the text "an" in the document and replace it by "the".
- (e) Demonstrate the use of auto-text feature to enter the word "chemistry".
3. (a) Create five slides about "Need of Project in BCA". All slides should have different layout and slide transition. **10**
- (b) Create a macro using MS-Word that can be run using "CTRL-Y". The macro must format the first page into two column format. **10**
4. Create a data file containing name and address of five companies. Create a letter requesting them to take you as project trainee. Use the mailmerge feature of MS-Word to create a request letter for each of the company. **20**
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