BACHELOR OF COMPUTER APPLICATIONS (Revised)

(BCA)

Term-End Practical Examination

December, 2014

BCSL-013(P)/S4 : COMPUTER BASICS AND PC SOFTWARE LAB

Time : 2 Hours　　　　　　　　　　　　　　　　　　*Maximum Marks : 100*

Note :　　(i)　*There are **five** questions carrying 80 marks.*

　　　　　(ii)　*All questions are **compulsory**.*

　　　　　(iii)　*20 marks are for viva-voce.*

1.　(a)　Execute the following Linux commands and write down the results :　　　8

　　　　(i)　cp

　　　　(ii)　grep

　　　　(iii)　who am i

　　　　(iv)　more

　　(b)　(i)　How do you find missing documents in Linux ?　　　2

　　　　(ii)　How do you change date and time ?　　　2

　　　　(iii)　Write all the steps to install RAMs in your system.　　　4

2.　(a)　Use a MailMerge to send a letter to all academic counsellors about the book exhibition to be held in the last week of October at a particular study centre.　　　8

　　(b)　Design a flyer for the book exhibition using different styles, fonts and effects.　　　8

3.　Create a workbook containing monthly sales of mobile phones (in lacs) in six States. Apply formulae for showing total sales of mobile phones, total sales in each State in a year and percentage of sales of the total sales in each State. Also use bar chart and pie chart to show the statistics.　　　16

4. Create a PowerPoint presentation on BCA program highlighting the important Computer Science theory and practical courses, Humanities courses and types of projects. *16*

    • Add pictures to all the slides.

    • Insert one video to at least one slide and show animation effect.

    • Incorporate timer based transition at each slide.

    • Add sound effect in each slide.

5. Do the following tasks in Outlook : *16*

    (a) Change the timing and location for an already scheduled appointment.

    (b) Write all the steps to create a group in Google Groups.

    (c) Add your own signature to an e-mail message.

    (d) Mark a blind carbon copy of the email to yourself.

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