

**BACHELOR OF COMPUTER APPLICATIONS (Pre-revised)
(BCA)**

Term-End Practical Examination

01124

December, 2014

**CS-611(P)/S1 : COMPUTER FUNDAMENTALS AND
PC SOFTWARE**

Time : 2 Hours

Maximum Marks : 100

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- Note :**
- (i) *There are **four compulsory** questions of 20 marks each. Rest 20 marks are for viva-voce.*
 - (ii) *Test all the macros created by you.*
 - (iii) *Write all the steps that you have performed on your answer-sheet.*
 - (iv) *Print all the required files, if possible, otherwise write partial data input and output on your answer-sheet.*
 - (v) *Make suitable assumptions, if any.*
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- 1. Perform the following tasks using MS-Windows : 20
 - (i) Install a new printer.
 - (ii) Display IP address of your computer in DOS prompt.
 - (iii) Create a new folder on desktop and share it.
 - (iv) Remove a program from the Start Menu.

- 2. Perform the following tasks using MS-Word : 20
 - (i) Write a paragraph on your favourite sport; with proper spacing, font type and font size.

(ii) Write the expression :

$$A = \sum_{i=1}^n a_i * b_i$$

(iii) Create a table to record attendance of students in a class. The table should have columns for roll number, name and presence status.

(iv) Insert page numbering in the document.

(v) Using Word Count feature, find the number of words in the document.

3. (a) Create five slides using MS-PowerPoint to teach multiplication and division to primary students. Use proper layout, colour and tools to make the slides effective. 10
- (b) Create a macro that can be run using "CTRL + T". The macro should set header of the document as "CS-611 P". 10
4. Create a data file containing the address of your friends. Create an invitation letter, requesting them to attend the cultural program organized in your society. Use MailMerge feature of MS-Word to create a letter for each of your friends. 20
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