CS-611(P)/S4

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

00004

Term-End Practical Examination
December, 2014

CS-611(P)/S4 : COMPUTER FUNDAMENTALS AND PC SOFTWARE

Time : 2 Hours   *Maximum Marks : 100*

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.

1.   Perform the following tasks using MS-Windows :   20

   (i)   Recover a deleted file.

   (ii)   Change mouse pointer.

   (iii)   Show the list of resources available in your computer.

   (iv)   Set the Screen Saver and password for it.

2.   Perform the following tasks using MS-Word :   20

   (i)   Write a paragraph about MS-Word and format it into two columns.

   (ii)   Insert a table to store information about your educational qualification details.

(iii) Write the expression :

$$a^2 - b^2 = (a + b)\,(a - b)$$

(iv) Create a header "My Document" for the document you are working with.

(v) Change the page orientation to landscape and show the print preview of the file.

3. (a) Create a macro using MS-Word that can be run using "CTRL+R". This macro should create two-column document of a selected paragraph. *10*

(b) Create five slides using MS-PowerPoint about "Rivers in India". Use proper layout, image and formatting to make your presentation effective. *10*

4. Create a data file containing the address of your friends. Create a letter mentioning your winter vacation plan. Use MailMerge feature of MS-Word to create a letter for each of your friends. *20*

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