BACHELOR OF COMPUTER APPLICATIONS (Revised)
(BCA)

00993

Term-End Practical Examination

December, 2016

BCSL-013(P)/S2 : COMPUTER BASICS AND PC SOFTWARE LAB

Time : 2 Hours   *Maximum Marks : 100*

(Weightage : 50)

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

(ii) *Rest 20 marks are for viva-voce.*

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

1. (a) Write a Shell Script which does the following :   *10*

      (i)   List all the files and directories in the current directory.

      (ii) List all the jpeg files in the current directory.

      (iii) List all the jpeg files.

    (b) Write all the steps for formatting hard disk.   *6*

2. Create a newsletter in a three-column layout. Each page should have an inside border. The page should have a page number and date. Add 'standard' as watermark in all the pages of the newsletter. Each page of the newsletter should have a background colour and footnotes.   *16*

3. Create a worksheet for the following data :

Monthly Expenditure Details		
Expenses	Amount (₹)	Percentage of Total Expenses
Rent	10,000·00	
Groceries	15,000·00	
Internet	2,000·00	
Newspaper	500·00	
Tuition fee	3,000·00	
Total expenses		

Type in the spreadsheet and format it to look like the above sample. Create formulae for total expenses and percentage of total expenses. Centre the spreadsheet heading "Monthly Expenditure Details". *16*

4. Create a PowerPoint presentation (minimum five slides) on the "Important activities at your program centre". The presentation should have the following features : *16*

   (a) For each new slide transition there should be a sound effect.

   (b) At least one slide should have a picture associated with it and show animation effect.

   (c) All slides should have common design with proper heading and slide notes.

5. Imagine you are an instructor and want to schedule your project viva-voce. You are requested to fix the time, book a classroom and other resources and inform students through an email for conducting the session.

   (a) Write all the options available in Outlook to fulfil the scenario above.

   (b) Set up an alert in the desktop to notify whenever an email arrives in your mailbox from a student. *16*

———