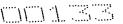
BACHELOR OF COMPUTER APPLICATIONS (Pre-revised) (BCA)

Term-End Practical Examination December, 2016



CS-611(P)/S2 : COMPUTER FUNDAMENTALS AND PC SOFTWARE

Time: 2 Hours

Maximum Marks: 100

Note:

- (i) There are four **compulsory** questions of 20 marks each in this paper. 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:

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- (a) Find the free space available in Pendrive. Also format the Pendrive.
- (b) Find the Processor and Operating System being used in your PC.
- $\begin{tabular}{ll} (c) & Remove all the temporary files from your PC. \end{tabular}$
- (d) Add a program in Start Menu.

2. Perform the following tasks in MS-Word:

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- (a) Write a paragraph about computer and change the line spacing to $2\cdot 0$.
- (b) Create a table to store name, address, mobile number and email-id of your friends.
- (c) Write the following expression:

$$Sum = \sum_{i=1}^{n} X_{i}$$

- (d) Write the names of your friends using numbered list.
- (e) Enter header "CS-66(P)" in the document.

3. (a) Create five slides using MS-PowerPoint to demonstrate the products and discount on them (in a general store). Use proper layouts, colours and images to make the presentation effective.

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(b) Create a macro using MS-Word that can be run using "CTRL + N" key. The macro should insert page number as footer in the document.

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4. Create a data file containing names and addresses of applicants for data entry operator post. Create a letter for informing applicants about date, time and place of entrance test for this post. Use Mail Merge feature of MS-Word to create a letter for all the applicants.

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