

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

Term-End Practical Examination

December, 2016

00003

**CS-611(P)/S3 : 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 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.*
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1. Perform the following tasks using MS-Windows : 20
 - (a) Install a printer and set it as a default printer.
 - (b) Perform the Scan Disk function.
 - (c) Change background image of desktop.
 - (d) Recover a deleted file.

2. Perform the following tasks using MS-Word : 20
 - (a) Insert header "computer" and footer "Date" in a new document.
 - (b) Write the following expression :

$$\text{Sum} = \sum_{i=0}^{n-1} X_i + \sum_{j=1}^n Y_j$$
 - (c) Write five softwares you have used, using numbered list.
 - (d) Demonstrate Find and Replace feature of MS-Word.
 - (e) Write a paragraph about your favourite sport and format it into two columns.

- 3.** (a) Create five slides using MS-PowerPoint to demonstrate the uses of water. Use proper layouts, formatting, colours and images to make the presentation effective. 10
- (b) Create a macro using MS-Word that can be run using “CTRL + P” key. This macro should set line spacing to 2·0 pt of a selected paragraph. 10
- 4.** Create a data file containing the addresses of customers of an electronics shop. Create a letter mentioning the offer on a quality TV including duration of offer, mode of payments, etc. Use Mail Merge feature of MS-Word to create a letter to all the customers. 20
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