

**BACHELOR IN COMPUTER APPLICATIONS (BCA)  
(PRE-REVISED)**

**Term-End Practical Examination  
June, 2013**

00137

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

Time allowed : 2 hours

Maximum Marks : 100  
(Weightage : 15%)

**General Instructions :**

- (i) There are **four** questions of **20** marks each, totalling **80** marks. Rest **20** marks are for **viva-voce**.
- (ii) Test all the macro's created by you (wherever needed).
- (iii) Write all the steps that you have performed on your answer sheet.
- (iv) Print all the files, if required and 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
  - (a) Demonstrate the task of disk-defragmentation.
  - (b) Create a picture file and reduce its size to about 50%.
  - (c) Show the steps to install a new software using MS-Windows facilities.
  - (d) Change the display of the desktop such that all the icons look bigger.
  - (e) Change the time zone and date of your machine.
  
2. Perform the following tasks using MS-Word. 20
  - (a) Create two paragraphs about effect of chloro-floro carbons on ozone layer. Also enter the formula  $C_6H_{12}O_6$  and  $H_2C_2F_2Cl_2$  in your text.
  - (b) Create mirror margins for the document
  - (c) Create a table having four columns - serial no, country name, capital and Main Cities. Enter at least 5 records in the table
  - (d) Insert a header "The Ozone Layer" and a footer containing the page numbers.
  - (e) Demonstrate the use of auto-text feature of MS-Word while entering text "Ozone".

3. (a) Create five slides using MS Power Point about “use of chemicals in our houses”. All slides should have different layout and slide-transition. 10
- (b) Create a macro using MS-Word that can be run using “CTRL-R” keys. The macro should change the line spacing and font size of entire document. The line spacing should be changed to 2 and font size to 15 pts. 10
4. Create a data file containing name and addresses of 5 Universities that you want to apply for higher education. Create an application for admission to a University. Demonstrate the use of mailmerge feature of MS-Word for creating an application for each of the University. 20
-