SET - 3

BACHELOR IN COMPUTER APPLICATIONS (BCA) (PRE-REVISED)
Term-End Practical Examination
June, 2013

00016

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

Time allowed : 2 hours   *Maximum Marks : 100*
                                                              (Weightage : 15%)

General Instructions :

(i)   *There are **four compulsory** questions of **20** marks each. Rest **20** marks are for viva-voce.*

(ii) *Test the macros created by you.*

(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 process of taking backup. Explain why do you need to take backup ?

     (b)   Demonstrate the process to install a new internet connection.

     (c)   Create a sub-folder, and a sub-folder in the created sub-folder. Copy of a file from C drive to the sub-sub-folder.

     (d)   Display the TCP/IP settings of your machine.

     (e)   Change the appearance of the Windows.

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

     (a)   Enter two paragraphs about "Role of India in International Peace". Also enter the following expression -

           $(P)^2 = (Good)^2 + (Collaboration)^2$

(b)   Create a numbered list like :

(i)   Introduction

(ii)   Current Situation

(A)   Asia

(B)   America

(C)   Other world

(iii)   Future Peace Proposal.

(c)   Change the right margin and change the line spacing to 1.5 line spacing.

(d)   Find all the occurrence of the word "Peace" in the document.

(e)   Demonstrate the use of auto text feature of MS-Word for entering word "Current".

3.   (a)   Create five slides using MS-Power Point about "Our Rich Heritage". All the   **10**
slides should have different layout and transition.

(b)   Create a macro using MS-Word that can be run by "CTRL-M" keys. The macro   **10**
creates mirror margins for the document with even pages having left and right
margins as 1 inch and 0.5 inch respectively.

4.   Create a data file containing the name and address of five book publishers. Create a   **20**
letter for a publisher asking information about how to publish with them. Use mailmerge
feature of MS-Word to create a letter for each publisher.

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