

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

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

**00466**

**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 all 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 steps of adding a new hardware component to your computer.
  - (b) Find the LAN settings of your computer. Find the IP address of your machine, if it exists.
  - (c) Reduce the size of a photograph (show the steps)
  - (d) Create a subdirectory in D-drive and copy a file in this directory. Rename the file.
  - (e) Demonstrate how you will recover a file which was just deleted.
  
- 2. Perform the following tasks using MS-Word : 20
  - (a) Enter two paragraph about topic "My role for my country". Enter an expression in the document created by you  
 $(\text{my role})^2 \times (\text{my choice})^2 = (\text{my progress})$

- (b) Insert the following list in the document :
- (i) Who am I ?
  - (ii) My Role
    - (A) Growth vs People
    - (B) My choices vs My progress
    - (C) My progress and country's progress
  - (iii) Summary
- (c) Change the font, fontsize, and left and right margins of your document.
- (d) Find the word "my" and replace all its occurrences by "our".
- (e) Demonstrate the use of auto-text feature of MS-Word to enter the word "Progress".
3. (a) Create five slides about "Pollution and its Hazards" using MS-Power Point. All the slides should have different layout and slide transition. **10**
- (b) Create a macro using MS-Word that can be run using "CTRL - Z". The macro creates a header "Test" and a footer - page number is the document. **10**
4. Create a data file containing the name, address and email ID of five of your friends. Create a letter asking your friend to apply for a specific job. Use the mailmerge feature of MS-Word to create a letter for each of your friend. **20**
-