BACHELOR IN COMPUTER APPLICATIONS (BCA)

Term-End Practical Examination

June, 2014

02607

BCSL-013 : COMPUTER BASICS AND PC SOFTWARE LAB

Time allowed : 2 hours 　　　　　　　　　　 *Maximum Marks : 100*
(Weightage : 50%)

Note :　(i)　*There are **five** questions, carrying **80** marks.*

　　　　(ii)　***Each** question is **compulsory**.*

　　　　(iii)　***20** marks are for **viva-voce**.*

1.　(a)　Execute the following Linux commands and write down the results :　　8

　　　　(i)　Cp　(ii)　History　(iii)　chmod　(iv)　who

　(b)　Write all the steps for sharing file and folders in Unix OS.　　8

2.　Create the word document. The layout of headings, footer, table image should be given　　16
　　in the following format :

　　　　TITLE

　　Text

　　_____　| Table |
　　_____

　　_____

　　_____　| Image |
　　_____

　　　　Footer
　　　(Page Nos)

3.　Create a new workbook containing teacher's salary for all twelve months and income　　16
　　tax paid by each. There should be at least five records. Use formulae to display the sum
　　of twelve months of each teacher in a different column. Also use formulae to deduct,
　　20% of the total salary of each teacher towards income tax in a separate column.

4. Create a power point presentation for BCA programme, which should include the followings : **16**
   (a) All slides should have a picture inserted into it.
   (b) Use different customized animation effect on picture.
   (c) Write speaker notes for each slide.
   (d) Add a sample video to at least one slide which can be run in full screen.
   (**Note** : There should be at least 5 slides covering objectives. Important theory courses, practical courses, credits etc.)

5. Imagine that you are an instructor and want to reschedule your theory and practical classes on Data Structure Course. **16**

   You are required to fix time, book a classroom and other resources and inform all the students through an email for conducting the session.
   (a) Write all the steps available in outlook to fulfill the scenario above.
   (b) Set up an alert in the desktop to notify whenever email arrives in your email box.

SET - 2

BACHELOR IN COMPUTER APPLICATIONS (BCA)

Term-End Practical Examination

00864

June, 2014

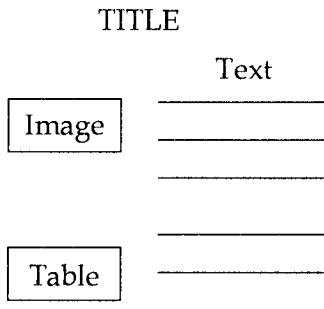## BCSL-013 : COMPUTER BASICS AND PC SOFTWARE LAB

Time allowed : 2 hours

Maximum Marks : 100
(Weightage : 50%)

Note :   (i)   *There are **five compulsory** questions.*

(ii)   ***Each** question is of **16** marks.*

(iii)   ***20** marks are for **viva - voce**.*

1.   (a)   Execute the following Linux commands and write down the results :   **8**

(i)   tail   (ii)   cat   (iii)   who am i   (iv)   find

(b)   Write all the steps for installing a network printer.   **8**

2.   Create a word document having image, table, heading, footer proper formatting and   **16**
layout as shown below :

TITLE

Text

| Image | _____ |
| _____ |
| _____ |

| _____ |
| Table | _____ |
| _____ |

Footer
(Page Nos)

3.   Create a new workbook containing teacher's salary (monthly), income tax deduction   **16**
@ 30% of the total salary per month and deduction of 500/- license fee for staying in
the campus per month. There should be at least five records. Use formula for the tax
deduction and total salary after deduction of income tax and license fee for twelve
months in different column. It should be bold and underlined.

4. Create a power point presentation on data structure course highlighting important **16** topics, No. of counselling session (both theory and practicals) credits and importance of the course. It should have minimum five slides, which should have the following features :

- All the slides should have common design

- Write speaker notes

- For each slide you should have sound effect

- All slides should have a picture inserted into it

5. Suppose that you are an event organizer and want to organize some events for an **16** organisation. You are required to fix date, fix time, book venue and other resources, send invitation to guests.

(a) Write all the options available in outlook to fulfill the above scenario.

(b) Set up an alert on the desktop to notify about the date and time of the event.

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SET - 3

BACHELOR IN COMPUTER APPLICATIONS (BCA)

Term-End Practical Examination

00097

June, 2014

BCSL-013 : COMPUTER BASICS AND PC SOFTWARE LAB

Time allowed : 2 hours

Maximum Marks : 100
(Weightage : 50%)

Note :   (i)   There are *five compulsory* questions, carrying *80* marks.

        (ii)   *20* marks are for *viva - voce.*

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1.   (a)   Execute the following Linux commands and write down the results :   8

           (i)   pwd   (ii)   Cp   (iii)   grep   (iv)   tail

   (b)   (i)   Write steps for changing IP address of your machine.   2

           (ii)   Write all the steps for adding extra RAMs.   6

2.   (i)   Design a flyer for organising a workshop on how to prepare for assignment and synopsis for project. Add a picture in the centre of the flyer. Use different styles, fonts and effects.   8

   (ii)   Create a word document in 2 - column layout. Each page should have background colour and footnotes for the above document. The page should be landscape oriented.   8

3.   Create a presentation (at least five slides) on C++ course in BCA program. The presentation should cover basic objectives, important topics, No. of theory sessions, No. of practical sessions, job opportunities.   16

      •   All the slides should have common design

      •   For each slide transition you should have sound effect

      •   Add picture to at least one slide

4.   Create a new workbook containing house hold expenditure for six months which include electricity bill, water charge bill, telephone bill and other expenditure. There should be at least five records in each column, use formulae to take the sum of each type of expenditure and total monthly expenditure.   16

5. Write an e-mail to all BCA students on behalf of a program coordinator about orientation **16** of the program. Use the following features :
   - Mark the e-mail to different recipients.
   - Mark a blind copy to yourself.
   - Mark your own signature to the e-mail message.

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BACHELOR IN COMPUTER APPLICATIONS (BCA)

Term-End Practical Examination

00867

June, 2014

BCSL-013 : COMPUTER BASICS AND PC SOFTWARE LAB

Time allowed : 2 hours   *Maximum Marks : 100*
(Weightage : 50%)

Note :   *(i)*   *There are **five compulsory** questions.*

   (ii)   ***Each** question carry **16** marks.*

   (iii)   *20 marks are for **viva-voce.***

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1.   (a)   Execute the following Linux commands :   **8**

   (i)   cat   (ii)   diff   (iii)   date   (iv)   more

   (b)   Write steps for installing network printer.   **8**

2.   (a)   Create a 3 page document in 3 - column format. In the first page you insert an   **10**
           image and in the remaining pages add tables.

   (b)   Create a table of contents and footnotes for the above documents.   **6**

3.   Create a presentation on Computer Basics and PC Software Lab course. The   **16**
   presentation should cover basic objectives, important topics, No. of theory and practical
   courses, No. of credits etc.

   •   All slides should have a picture inserted into it

   •   Use different customized effect on picture

   •   Add a sample video to at least one slide which can be run in full screen

4.   Create a workbook containing a size of sales of an automobile of a particular brand in   **16**
   20 states in percent of the total sales in the country.

5. Do the following tasks using outlook : **16**

(a) Make an appointment for conducting an assignment viva - voce and make it reoccur every 1st and 3rd Friday 3pm

(b) Send the mail with your signature in this effect to all students

(c) Make a blind carbon copy to yourself

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