BACHELOR OF COMPUTER APPLICATIONS (Pre-revised)
(BCA)
Term-End Practical Examination

01508

June, 2014

CS-611(P)/S1 : COMPUTER FUNDAMENTALS AND PC SOFTWARE

Time : 2 Hours   *Maximum Marks : 100*

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

(ii) Test all the macros created by you (wherever needed).

(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.

1. Perform the following tasks using MS-Windows :   20

   (i) Delete a file and then recover it.

   (ii) Display the list of all the devices that may be used for sound recording.

   (iii) Find all the DOC files in which the word *Computer* is available.

   (iv) Show the steps for creating a new dial-up connection to Internet.

   (v) Find the files on your disk, having bad sectors.

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

   (i) Create a list of advantages and disadvantages of using Internet and present it in 2 columns.

   (ii) Write expression : $E = \{mc^2\}$.

(iii) Change the page orientation to landscape. Also show the print preview of this file.

(iv) Find all the occurrences of word "CS-611" in your document and replace it with "BCA".

(v) Create a table to present your academic qualification.

3. (a) Create five slides using MS-Powerpoint about "CS-611" course of BCA. These slides should have different layout and slide transition. *10*

   (b) Create a macro using MS-Word that can be run using "CTRL-T" keys. The macro should be the selected portion of document in two columns. *10*

4. Create a data file containing the address of all the counsellors of "BCA First Semester". Create a letter to inform the counsellors about "BCA First Semester" counselling schedule. Use Mailmerge feature of MS-Word to create a letter for each counsellor. *20*

BACHELOR OF COMPUTER APPLICATIONS (Pre-revised)

00064

(BCA)

Term-End Practical Examination

June, 2014

CS-611(P)/S2 : COMPUTER FUNDAMENTALS AND PC SOFTWARE

Time : 2 Hours   *Maximum Marks : 100*

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

(ii)   *Test all the macros created by you (wherever needed).*

(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

(i)   Remove a program from the Start Menu.

(ii)   Increase the double-click speed of your mouse.

(iii)   Create a new user profile.

(iv)   Share a file and set a password of sharing.

(v)   Create a shortcut for MS-Word.

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

(i)   Write a paragraph about need of good communication skills. Convert this paragraph into two column document.

(ii) Write Expression : $\text{Sum} = \displaystyle\sum_{i=1}^{n} X_i$.

(iii) Create a numbered list of advantages of using table in MS-Word.

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

(v) Enter a header and footer in the document.

3. (a) Create five slides using MS-Powerpoint about "use of multimedia". Use different layouts for each slide. Also insert appropriate image/diagram to make your presentation more attractive. *10*

(b) Create a macro that can run using the keys "CTRL+T". The macro should find the word "BCA" in the document and change/replace it with "IGNOU BCA". *10*

4. Create a data file containing name and address of your friends. Create an invitation letter, requesting them to attend your birthday party. Use Mailmerge feature of MS-Word to create a letter for each of your friends. *20*

BACHELOR OF COMPUTER APPLICATIONS (Pre-revised)
(BCA)
Term-End Practical Examination

00916   June, 2014

CS-611(P)/S3 : COMPUTER FUNDAMENTALS AND
PC SOFTWARE

Time : 2 Hours   *Maximum Marks : 100*

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

(ii)   Test all the macros created by you (wherever needed).

(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

(i)   Recover a deleted file

(ii)   Search file MyCS611. doc in your PC.

(iii)   Change date and time of your system and then restore the original settings of date and time.

(iv)   Demonstrate the process of installing a new printer.

(v)   Share a folder with other computers using a password.

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

(i)   Change the line spacing to 1·5 and create 14 pt. line space before and after a paragraph.

(ii) Write expression : $f(x) = ax^3 + bx^2 + cx$.

(iii) Write a paragraph about use of computer and then convert it into *three* column.

(iv) Create a bulleted list in the document.

(v) Create a table to present different models, price list and company name of available TVs in a TV show-room.

3. (a) Create five slides using MS-Powerpoint about "My Best Friend". Every slide should have different layout and slide transition. Insert appropriate image/diagram to make your presentation more effective. *10*

(b) Create a macro using MS-Word that can be run using "CTRL+R" keys. The macro should change the top and bottom margins of the document. *10*

4. Create a data file containing name, address and phone number of all the students of BCA Ist Semester of a Regional Centre. Create a letter to invite the students for attending Orientation Program at Regional Centre. Use Mailmerge feature of MS-Word to create a letter for all the students. *20*

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

00424

Term-End Practical Examination
June, 2014

CS-611(P)/S4 : COMPUTER FUNDAMENTALS AND
PC SOFTWARE

Time : 2 Hours   *Maximum Marks : 100*

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

       (ii)   *Test all the macros created by you (wherever needed).*

       (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.*

1. Perform the following tasks using MS-Windows :   *20*

   (i)   Create a folder named MCS-111 on Desktop.

   (ii)   Change the screen resolution.

   (iii)   Empty the Recycle bin.

   (iv)   Find IP address of your machine.

   (v)   Defragment the disk.

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

   (i)   Create a table to prepare counselling schedule of "CS-611" course at your study centre.

   (ii)   Write expression : Chemistry = $H_2O + CO_2$.

(iii) Create a two level list in the document.

(iv) Insert the header "Computer Fundamentals" and "CS-611" as footer in the document.

(v) Count the number of words in the document using MS-Word feature.

3. (a) Create five slides using MS-Powerpoint about "Advantage of TV". Every slide should have layout and slide transition. Insert appropriate image/diagram to make your presentation more attractive. *10*

(b) Create a macro using MS-Word that can be run using "CTRL+A" keys. The macro should change Font Type and Font Size of the document. *10*

4. Create a data file containing name and address of your teachers. Create a letter informing them about your "Very Good" result of BCA Ist Semester. Use Mailmerge feature of MS-Word to create a letter for each of the teachers. *20*