

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

Term-End Practical Examination

June, 2016

00126

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

Time : 2 Hours

Maximum Marks : 100

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- Note :**
- (i) *There are four compulsory questions of 20 marks each in this paper. Rest 20 marks are for viva-voce.*
 - (ii) *Test all the macros created by you.*
 - (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
 - (a) Change the display of the mouse pointer.
 - (b) Remove a program from the Start Menu.
 - (c) Change the background image of desktop.
 - (d) Change the size of desktop icons.

2. Perform the following tasks using MS-Word : 20
 - (a) Write a paragraph about your favourite city; with proper spacing, font size and font type.
 - (b) Change the colour of the paragraph of (a) above to blue.
 - (c) Create a header "My Favourite City" and footer having the date and page number for the document created in (a) and (b) above.
 - (d) Write the expression :

$$a_1^2 + a_2^2 = \sum a_3^2$$

3. (a) Create five slides using MS-PowerPoint to demonstrate your computer skills. Use proper layout, images and formatting for effective presentation. 10
- (b) Create a macro that can run using "CTRL+T". The macro should set the font type of the whole document as Arial, and line spacing as 2.0. 10
4. Create a data file containing the names and addresses of five students of CS-611. Create a letter to inform students about CS-611 theory counselling schedule. Use Mail-Merge feature of MS-Word to create a letter for each student. 20
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