

BACHELOR OF COMPUTER APPLICATIONS (Revised)

(BCA)

Term-End Practical Examination

00905

June, 2017

BCSL-013(P)/S4 : COMPUTER BASICS AND PC SOFTWARE LAB

Time : 2 Hours

Maximum Marks : 100

(Weightage : 50)

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- Note :**
- (i) *There are five questions carrying 80 marks.*
 - (ii) *Rest 20 marks are for viva-voce.*
 - (iii) *All questions are compulsory.*
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- 1. (a) Write a shell script that determines whether the file exists in the home directory. 10
- (b) Write all the steps for partitioning hard disk. 6
- 2. (a) Use Mail-Merge feature to send a letter to all your friends inviting them to the birthday party. 8
- (b) Create a 2-page document in 3-column format. Build a table of contents for the document. Give a title to your document. 8
- 3. Create a PowerPoint presentation (minimum five slides) on the important features of C-Programming language : 16
 - (a) All the slides should have a common design format.
 - (b) Write speaker note for each slide.
 - (c) Add sound effect for each new slide transition.
 - (d) Add a picture to one slide and show its animation.

4. You are requested to organize an event to celebrate Diwali. You are required to fix time, book a venue and other resources, fix appointment with the concerned persons for organizing this event, send an email and message to the concerned persons with your signature, etc.

Write all the options available in Outlook to fulfil the above scenario.

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5. Below are the details of travel expenses for the month of March on a weekly basis by sales representatives of a company. You are required to create a spreadsheet in appropriate format for the sample labels and data. Centre the spreadsheet heading "Travel Expenses for March".

	A	B	C	D	E	F	G	H
1	Travel Expenses for March							
2	Sales Representatives IDs	1st Week (km)	2nd Week (km)	3rd Week (km)	4th Week (km)	Total	Amount Due	
3	S100	200	300	250	150			
4	S101	210	220	270	170			
5	S102	200	180	190	190			
6	S103	250	300	165	210			

Create formulae for calculating total kilometres travelled by each sales representative and the amount due to them and display the result on the basis that each representative is reimbursed @ ₹ 15 per km.

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