

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

**Term-End Practical Examination**

**June, 2017**

00700

**CS-611(P)/S1 : 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) Install a printer on your PC.
  - (b) Change double click speed (of mouse).
  - (c) Perform Scan Disk function.
  - (d) Remove a program from Start Menu.
- 2.** Perform the following tasks using MS-Word : 20
- (a) Write the following formula :

$$S = aX^2 + bY^2 + \sum_{i=1}^n p_i$$

- (b) Write a paragraph about computer applications and format it into two columns.
  - (c) Find the word “computer” in the document and replace it with “PC”.
  - (d) Count (write) the number of words in the document.
- 3.** (a) Create five slides using MS-PowerPoint to demonstrate the use of social media in our life. Use proper layouts, formatting, colours and images to make the presentation effective. *10*
- (b) Create a macro using MS-Word that can be run using “CTRL + T” key. The macro should insert page number as footer in the document. *10*
- 4.** Create a data file containing names and addresses of parents of a school’s students. Create a letter of invitation for the school’s annual function. Use Mail-Merge feature of MS-Word to create a letter for all the parents. *20*
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