BACHELOR OF COMPUTER APPLICATIONS (Pre-revised)

(BCA)

Term-End Practical Examination

June, 2017

00493

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 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.*

---

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

(a)   Show the configuration of your PC.

(b)   Find a file named IGNOU_BCA in C Drive.

(c)   Recover a deleted file.

(d)   Change the system date and time to 10 July 2016 and 11:50 am.

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

(a)   Write the following formula :

$$T = \sum_{i=1}^{n} a_i T_i + b$$

(b)   Write a paragraph about your hobby and set font size 20 to this paragraph.

(c)   Find the term "Sport" in the document and replace it with "my favourite sport".

(d)   Insert Page number in the document.

3. (a) Create five slides using MS-PowerPoint to explain the need of saving water. Use proper layouts, formatting, colour 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 change the colour of selected portion to red. *10*

4. Create a data file containing the addresses of your friends. Create a letter of invitation to attend your birthday party. Use Mail-Merge feature of MS-Word to create a letter to all your friends. *20*

———