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

Term-End Practical Examination

00185

June, 2017

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 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)   Remove all the temporary files from your PC.

(b)   Create a new Internet connection for your PC.

(c)   Move a file from C Drive to D Drive.

(d)   Remove a program from your PC.

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

(a)   Write the following formula :

$$Exp = \sum_{i=1}^{n} X_i^2 + Y_i^2$$

(b)   Write names of five friends using bullets.

(c)   Write a paragraph about water using double spacing (line) and font size 20.

(d)   Enter Header "MyPC" in the document.

3. (a) Create five slides using MS-PowerPoint to demonstrate the use of computers in education. Use appropriate 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. This macro should make the selected paragraph bold and italic. *10*

4. Create a data file containing the addresses of applicants for the post of Administrative Officers. Create a letter mentioning the date, time and place of interview. Use Mail-Merge feature of MS-Word to create a letter to all the applicants. *20*

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