BCSL-013(P)/S4

BACHELOR OF COMPUTER APPLICATIONS (Revised)
(BCA)
Term-End Practical Examination
June, 2015

00223

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

Time : 2 Hours   *Maximum Marks : 100*

(Weightage : 50)

Note : (i)   There are **five** questions carrying 80 marks.

(ii) Rest 20 marks are for viva-voce.

(iii) All questions are **compulsory**.

1. (a) Execute the following Linux commands and write down the results :   *8*

    (i)   find

    (ii) df

    (iii) ls

    (iv) tail

  (b) (i)   How do you find missing documents in Linux ?   *2*

    (ii) Write all the steps for disk partitioning.   *4*

    (iii) How do you change date and timing ?   *2*

2. (a) Create a newsletter in 3-column layout. Each page should have an outside border. The page should be landscape oriented.   *8*

  (b) Design a flyer for book exhibition using different styles, fonts and effects.   *8*

3. Create a table of expenses for purchasing of technical books and magazines. Column A should have the names of the books and magazines, whereas Column B should indicate the number of books and magazines purchased for those titles. Column C should have cost for each book and magazine. Column D should have formula for multiplying cost of each book and magazine by its numbers. D10 should have formula for totalling the cost of all books and magazines. D13 should have formula for giving discount to the university (i.e. 15% on each book title and 10% on each magazine). D15 should show the total cost of all the books and magazines after discount.   *16*

4. Create a PowerPoint presentation on Linux Operating System. There should be minimum five slides. The presentation should have the following features : *16*

- All the slides should have proper heading and should have slide notes.

- There should be timer based transition to another slide.

- Add a video to one slide which can be run.

5. Do the following tasks in Outlook : *16*

(a) Write all the steps to create a group in Google Groups.

(b) Change the timing and location for an already scheduled appointment.

(c) Write all the steps to create a new document in Google Docs.