

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

Term-End Practical Examination

June, 2015

00313

**CS-611(P)/S3 : 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. 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
 - (i) Create a new folder on desktop and share it.
 - (ii) Defragment the Hard Disk.
 - (iii) Change display setting of your screen.
 - (iv) Remove all the temporary files from your system.

- 2. Perform the following tasks using MS-Word : 20
 - (i) Write a paragraph about computer fundamentals, with using bullets, proper spacing and font type.
 - (ii) Store name, address, e-mail id and mobile numbers of your friends in a table.
 - (iii) Write the expression :
$$H_2O = 2H + O$$
 - (iv) Insert header and footer in your document.
 - (v) Using word count feature, count the number of words in your document.

3. (a) Create five slides using MS-PowerPoint to explain the importance of saving water. Use proper image, layout, tools to make the presentation effective. 10
- (b) Create a macro that can be run using "CTRL+T". The macro should set font size 20 and line spacing 2.0 of whole document. 10
4. Create a data file containing the address of 10 students in a BCA Ist Semester batch. Create a letter stating schedule of theory and practical examination. Use mail-merge feature of MS-Word to create a letter for each student. 20
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