BACHELOR IN COMPUTER APPLICATIONS (BCA)

Term-End Practical Examination   05859

June, 2010

CS-611P : COMPUTER FUNDAMENTALS AND PC SOFTWARE

Time allowed : 2 hours   *Maximum Marks : 100*
                                                   (Weightage : 15%)

General Instructions :

(i) *In this paper, there are **four** questions of **20** marks each, totalling **80** marks. Rest **20** marks are for **viva-voce.***

(ii) *Test the macros created by you (wherever needed).*

(iii) *Write all the steps that you have performed in your answer script.*

(iv) *Print the files, if required and possible, otherwise write partial data input and output in your answerscript.*

(v) *Make suitable assumptions, if any.*

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

   (a) Add a new program in the start menu.

   (b) Adjust the double–click speed of your mouse.

   (c) Find a file whose name starts with "s" and it is word file.

   (d) Show the steps for creating a new dial–up–connection to Internet.

   (e) Find the list of devices/drivers of all the audio devices of your machine.

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

   (a) Create a document, enter few paragraphs in the document about "e–commerce". Give proper heading to the document.

   (b) Change the paragraph spacing to 12 pt. (before and after) and line spacing to 1.5 lines.

(c) Insert a table having 3 columns as :

Serial No.	E-Commerce Product	Comments

Also, adjust the size of the columns of the table. The table should have proper borders and headings.

(d) Insert a clip–art and adjust it to a smaller size. Give a caption to this clip art. The size of caption should be 8 pt.

(e) Demonstrate the use of Autotext feature while entering the term "e–commerce".

3. (a) Create five different slides using MS Powerpoint about the advantages, **10** shortcomings and session details of CS–611 course.

(b) Create a macro that can be run using the keys "CTRL+Z". The macro creates a **10** header "EXAM FILE" and inserts page numbers as footer in a document.

4. Create a data file containing the addresses of top five hospitals, and create a letter **20** asking these hospitals about the services they offer to their patients. Use MS–Word's mailmerge feature to create personalised letters for each of the hospital.

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