

BACHELOR IN COMPUTER APPLICATIONS (BCA)

Term-End Practical Examination

02429

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 answerscript.*
 - (iv) *Print the files, if required and possible, otherwise write partial data input and output in your answers cript.*
 - (v) *Make suitable assumptions, if any.*
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- 1. Perform the following tasks using MS - Windows : 20
 - (a) Create a shortcut for an application. Also set a password for the screen saver.
 - (b) Show steps to view fonts on your computer as well as steps for adding new font on the computer.
 - (c) Create a new user profile.
 - (d) Share a file and set a password of sharing.
 - (e) Display the list of all the devices that may be used for sound recording.

- 2. Perform the following tasks using MS-Word document : 20
 - (a) Create an indented list of advantages and disadvantages of E-learning. This page should be formatted to have 3 columns.

- (b) Insert a paragraph on page 2 summarising your comments. The page 2 should have only one column. Insert a picture with proper caption on this page. Enclose the picture in a box.
 - (c) Insert a table with at least 4 columns having proper headings and borders, listing the courses that you have appeared in examination so far in BCA.
 - (d) Change the page orientation to landscape. Show the print-preview of this file.
 - (e) Demonstrate the use of Autotext feature for entering the text "E Learning."
3. (a) Create five slides using MS-Powerpoint about your study centre. Use different layout for each slide. **10**
- (b) Create a macro that can be run using the keys "CTRL+Y". The macro finds all the occurrences of word "IGNOU" and replaces it by "Indira Gandhi National Open University" in a word file. **10**
4. Create a data file containing the addresses of five Regional Centres. Create a letter requesting Regional Centre to send information about number of study centres. Use mailmerge feature of MS-Word to create a letter for each regional centre. **20**
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