

BACHELOR IN COMPUTER APPLICATIONS (BCA)

Term-End Practical Examination

04604

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 answers script.*
 - (v) *Make suitable assumptions, if any.*
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- 1. Perform the following tasks using MS-Windows : 20
 - (a) Remove a program from the Start Menu.
 - (b) Show the steps of disk compression.
 - (c) Associate the text files on your computer to Microsoft Word.
 - (d) Delete a file and then recover it again.
 - (e) Create a folder "networkshare" and map it to a logical drive.

- 2. Perform the following tasks using MS-Word document : 20
 - (a) Insert about 10 sentences in a new word document file about the education system in India. The line spacing should be 2 and the paragraphs should be separated by 12 points.
 - (b) Create two numbered lists one having \pm numbers from 2 to 5 and the second having numbers from 4 to 6.

- (c) Insert a table with at least 3 columns about the educational qualification and jobs related to them.
 - (d) Create a header having text "Education System" and a footer having text "Some thoughts". The footer should also contain the page number.
 - (e) Demonstrate the use of Autotext feature for entering text "Education of India".
3. (a) Create five slides about "Admission System of IGNOU". Each slide should have different layout. You must set some slide transition effect. **10**
- (b) Write a macro that can be run using the keys CTRL+X. The macro selects the entire content of a file and sets the left margin to 2" and right margin to 5". It also changes the font to Arial. **10**
4. Create a data file containing names and addresses of five news channels. Create a letter that requests the channels to show interviews of some senior academicians. Use mail merge feature of MS-Word to create a letter for each of the news channel. **20**
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