

BACHELOR IN COMPUTER APPLICATIONS (BCA)

Term-End Practical Examination

00034

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.*

1. Perform the following tasks using MS-Windows :

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- (a) **View the fonts available on your computer. Show the process of deleting an available font.**
- (b) **Show the steps of backing up the contents of a drive.**
- (c) **Find a word file that was created in the last month and contains text "IGNOU".**
- (d) **Show the steps of entering an IP address - 192,168,5,10 for your machine.**
- (e) **Find the system information of the computer you are using.**

2. Perform the following tasks using MS-Word :

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- (a) Enter few paragraphs on the "Water Pollution". Correct all the spellings using spell checker.
- (b) Insert the following table in your document.

Name	Formula
Water	H ₂ O
Sulphuric Acid	H ₂ SO ₄
Ammonia	NH ₃

- (c) Find a word "Acid" in your document and replace it by "acidic" for all instances of the word.
- (d) Create the "table of contents" of the document you have created. Make certain headings and sub-heading for the table of contents.
- (e) Demonstrate the use of autotext feature of MS-Word for the term "Water Supply".

3. (a) Create five MS Powerpoint slides on the topic "Sports in India". Each slide should have different layout. The slide transition should be done automatically after 5 seconds. 10

(b) Create a macro that can be run using the keys "CTRL+I". The macro selects the entire content of the file and formats it in two column. 10

4. Create a data file consisting of names and addresses of five Industries. Create a letter asking the industries if they are treating water. Use mailmerge feature of MS-Word to create a letter for each of the industry. 20