SET - 1

BACHELOR IN COMPUTER APPLICATIONS (BCA)

Term-End Practical Examination   07521

June, 2011

CS-611P:COMPUTER FUNDAMENTALS AND PC SOFTWARE

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

General Instructions :

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

(ii)   *Test the macro's created by you (wherever needed).*

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

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

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

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

    (a)   Find a file whose name starts with alphabet "a" and it is a MS - Word file.

    (b)   Your hard disk have some errors, demonstrate the tool that you would use.

    (c)   Make a new connection, show how will you change connection settings.

    (d)   Show how can you change the start Menu.

    (e)   Find all the audio devices connected to your computer.

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

    (a)   Create the following paragraph in a Box using MS - Word.

    > Acid Rain includes H_2SO_4 and HNO_3

    Add two more paragraphs of your own on Acid Rain.

    (b)   Insert a table with 3 columns and enter some data in it.

    (c)   Show two level indenting for various topics in your document.

    (d)   Find all the occurance of the word "ACID" in the document and change it with "Acidic".

    (e)   Demonstrate the use of Auto text feature of MS - Word.

3. (a) Create five slides about your future plans using MS - Powerpoint. Each slide   10
should have different layout, set the slide transitions between two slides.

(b) Create a macro that can be run using "CTRL-B". The macro should organise the   10
document in two column format.

4. Create a data file containing name and address of five friends. Create a letter for a   20
friend informing how much you have cherished friendship. Use the mailmerge feature
of MS - Word to create the letter for each of your friend.

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