SET - 3

BACHELOR IN COMPUTER APPLICATIONS (BCA)

Term-End Practical Examination

00790

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 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 answer-script.

(v)   Make suitable assumptions, if any.

1. Perform the following activities using MS - WINDOWS :   20
    (a)   How can you make a file sharable on a network ? Show all the steps.
    (b)   Set the TCP/IP settings on your computer.
    (c)   Show the directory tree of a drive.
    (d)   How will you remove a software ? Show all the steps.
    (e)   Change the display settings of your screen.

2. Perform the following tasks using MS - Word :   20
    (a)   Enter the following formula in a box
        $$a^2 - b^2 = (a + b) \times (a - b)$$
        Write two paragraphs on the use of "CS - 60" content for BCA.
    (b)   Insert a picture and resize it to the size 2.0" × 2.0".
    (c)   Create a three level numbered list as :
        (1)   Introduction
        (2)   Objectives
        (3)   Computer
                (3.1) Hardware
                (3.1.1)   C P U
                (3.1.2)   Monitor ....
    (d)   Format the document in three columns.
    (e)   Demonstrate the auto-text feature of MS - Word.

3. (a) Create five slides about the "Career Opportunities after BCA". Each slide should have different layout. You must also use slide transitions. 10

(b) Write a macro that can be run using "CTRL - F". The macro should change the margins, line spacing and font size. 10

4. Create a data file containing name and address of five Universities. Create a letter requesting admission to the University. Use mailmerge feature of MS - Word to create a letter for each of the University. 20

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