

SET - 4

BACHELOR IN COMPUTER APPLICATIONS (BCA)

Term-End Practical Examination

June, 2009

00751

CS-611P : COMPUTER FUNDAMENTALS AND PC SOFTWARE

Time allowed : 2 hours

Maximum Marks : 100
(Weightage : 15%)

General Instructions :

- (i) There are four compulsory 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 which you have performed in your answerscript.
 - (iv) Print the files, if required and possible, otherwise write partial data input and output in your answerscript.
 - (v) Make suitable assumptions, if any.
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- 1. Perform the following tasks using MS-Word document : 20
 - (a) Write an application to your study centre, informing them about the change in address. You need to use proper spacing and alignment in the letter.
 - (b) Insert a table with proper heading and borders in the document about your assignment marks in various subjects.
 - (c) Create a header "Change of Address Request" and a footer having the date and page number.
 - (d) Protect this document by assigning a password to it.
 - (e) Insert a list of enclosures as a point wise list. Assume that you need to attach address proof, id proof and a personal id.

- 2. Perform the following tasks using MS-Windows : 20
 - (a) Find the CPU, memory size, HDD specification of the computer being used by you.

- (b) Demonstrate the use of back up utility of MS-Windows.
 - (c) Find the list of all the printers available on the network, set one of those as default printer on your machine.
 - (d) Change the sound settings of your computer ; mute all the sounds.
 - (e) Change the display of mouse pointer.
3. (a) Create five slides using MS Power Point about examination process at IGNOU. Each slide should have a different type. Set the slide transitions between the slides. **10**
- (b) Create a macro that can be run using "CTRL-Y". The macro sets the font of the entire document as Arial, line spacing as 1.5 and right alignment of the paragraphs. **10**
4. Create a data file containing the name, enrolment number and study centre code of five of BCA students. Create a letter for Regional centre asking about more practical time for a subject. Use mailmerge feature of MS-Word to create five letters-one each for each student. **20**

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