

SET - 3

BACHELOR IN COMPUTER APPLICATIONS (BCA)

Term-End Practical Examination

June, 2009

01758

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 two paragraphs about US and Indian election process. Format them into two columns.
 - (b) Insert a table with suitable headings and borders showing your performance in terms of percentage of marks in various examinations.
 - (c) Insert a clip art in the document and format it in the centre. The clip-art should also be formatted to have a size of 3" × 3".
 - (d) Find a word "elect" as a whole word and replace it by "select".
 - (e) Demonstrate the use of auto text feature for the phrase "Us and India Election".

2. Perform the following tasks using MS-Windows : 20
 - (a) Demonstrate the process of installing a new default printer.
 - (b) Manage the "Start Menu" by first deleting a program from it and then adding the same again.

- (c) Run a command from the DOS mode.
 - (d) Show the directory / folder tree for any drive.
 - (e) Find the details of the Internet connection that you are using on your computer.
3. (a) Create 5 slides about cultural heritage of India. Each slide should have different type and have some slide transition effect. 10
- (b) Write a macro that can be run using "CTRL-Z" keys. The macro changes the line spacing to 2 and font to Arial having font size of 14 pts. 10
4. Create a data file of 5 charitable organisation's name, addresses, contact person name. 20
Create a letter indicating your intention to do charity about a child's education. Use Mailmerge feature of MS-Word to create the letter for these organisations.

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