

SET - 2

BACHELOR IN COMPUTER APPLICATIONS (BCA)

Term-End Practical Examination

June, 2009

00721

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 on current recession in the world. Format these paragraphs to have a line spacing of 2. The paragraph should be indented to start from tab position at 1".
 - (b) Create a numbered list having numbers as (ii) (iii) (iv) and (v). No (i) should not appear in the list. The numbered list may contain suggestions about dealing with recession.
 - (c) Copy some more information into your document such that it contains at least four pages. Create the mirror margins for these pages, such that an odd page have 1" left margin and 2" right margin.
 - (d) Enter a table in the document having proper headings and borders. The table may contain information about monthly average stock market index.
 - (e) Demonstrate the use of Autotex feature for entering text "Stock Status".

2. Perform the following tasks using MS-Windows : 20
- (a) Demonstrate, how you will remove all the temporary internet files.
 - (b) Change the screen saver ; and display resolution of the monitor.
 - (c) Interchange the use of Mouse left and right buttons. Change it again to original use.
 - (d) Insert a single image as background image of your desktop.
 - (e) Make a file sharable to others.
3. (a) Create five different types of slides about your BCA programme details. Set the slide transitions between the slides. 10
- (b) Write a macro that can be run using "CTRL X". The macro selects the entire file and formats it to have two columns. 10
4. Create the data files containing names and addresses of five friends. Create a letter about the election process in India. Use mailmerge feature of MS-Word to create a letter for each of your friend. 20

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