

SET-1

BACHELOR IN COMPUTER APPLICATIONS (BCA)

Term-End Practical Examination

June, 2009

04555

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. Do all the questions.
 - (ii) Test the macros created by you (wherever needed).
 - (iii) Write all the steps that 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 election results. Edit this document to see that there is no spelling mistake. Format these Paragraphs to have two column format.
 - (b) Insert a table showing the performance of four parties in the election result. (you may give rough numbers if you do not remember the exact figures).
 - (c) Insert a picture/clip art in the document and format it to have a size of 2" × 2" inch only.
 - (d) Insert a header "TEE-2009" and page number as the footer.
 - (e) Demonstrate the Auto text feature for entering text "Election-2009 of India".

2. Perform the following tasks using MS-windows : 20
 - (a) Change the system date and time to 01-June-2009 and 12:00 Hrs. Also change the desktop background.

- (b) Create a new internet connection having a user name "ignou 09" and password as your enrolment number.
 - (c) Find out what files on the disk have bad sectors.
 - (d) Set the options such that your monitor goes to standby state, if you do not use computer for one minute.
 - (e) Demonstrate the process of installing a new program and removing a program through the use of control panel options.
3. (a) Create five different types of slides using MS Powerpoint. The slides may contain information about some student. Set the slide transition time to 2 seconds. **10**
- (b) Create a macro that can be run using the keys "CTRL+a". The macro selects the entire document, changes the right margin to 5" (12.5 cms) and creates tabs at 1.5" and 3.5". **10**
4. Create a data file containing the addresses of top 5 companies, and create a letter asking these companies about the effect of recession on their IT work force. Use Microsoft Word's mailmerge feature to create personalised letters for each of the company. **20**

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