

BACHELOR IN COMPUTER APPLICATIONS (BCA)
Term-End Practical Examination
December, 2007

**CS-611P : COMPUTER FUNDAMENTALS AND
PC SOFTWARE**

Time allowed : 2 hours

Maximum Marks : 100

(Weightage 15%)

General Instructions :

- (i) There are four questions (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 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 following tasks on a Word document : 20

- (a) Write a paragraph about the movie you had recently seen.
- (b) Insert a suitable clipart.
- (c) Create a table to store the name, address, date of birth, mobile number of your friends along with whom you had seen the movie.
- (d) Insert footer in the document, describing your details.
- (e) Enter the following formula in the document

$$\text{Total Expenditure} = \sum_{i=1}^n (\text{Ticket cost})_i + \sum_{i=1}^n (\text{Cost per plate of food})_i + \text{Conveyance}$$

2. Perform the following tasks on MS-Windows : 4×5=20
- (a) Start the backup utility
 - (b) Add program in Start menu
 - (c) Change mouse double click speed
 - (d) Change the default printer
 - (e) Show the system summary
3. (a) Write a macro to print the current page. 10
- (b) Create 5 PowerPoint slides, one having clipart, one having animation, one having bulleted text in two columns, one having picture objects and one having database table. 10
4. Create a datafile containing name, address, contact number of your clients. Create a letter to update them about the change in terms and conditions of contract between you and them. Use mailmerge feature to update the status, to each of your clients. 20