

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. Create an MS-Word document with the following details :

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- (a) Write a paragraph about the game you play.
- (b) Set all margins of the document to 2.5".
- (c) Create mirror images on odd-even pages.
- (d) Use find and replace tool, to find the word "play" and replace it with "like".
- (e) Protect the document from any modification.

2. Perform the following activities using MS-Windows :

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- (a) Change font size of all items shown on desktop.
- (b) Make a file sharable.
- (c) Change folder option to show hidden files.
- (d) Make a printer available on network.
- (e) Change the shape of mouse pointer.

3. (a) Demonstrate the use of Autocontent Wizard to generate a presentation of an entertainment company. Produce 4 slides.

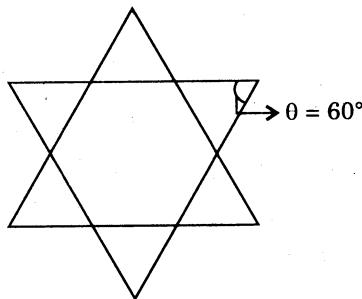
- (b) Demonstrate how to have handout of the slides.
- (c) Change design template and background of slides.
- (d) Hide a slide from the created presentation.

(e) Insert any media file (audio/video) in the last slide of your presentation.

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4. (a) Write a macro to produce the figure shown below :

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(b) Using mailmerge feature, send the new year greetings to the list of your friends whose details like name, address, phone number are available in a datafile created by you.

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(c) Demonstrate the document map utility of MS-Word.

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