

**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%)

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**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.

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1. (a) Write an application to the Director of your institution, to seek grant of academic leave for one week. Position respective contents of your application by using alignment tool.
- (b) Insert a table at the end of your application emphasising the details of the contents of academic program, which you are going to attend for a week.
- (c) Use find and replace tool, to find the word madam and replace it with sir.
- (d) Insert date, time and page number on every page of your application.
- (e) Change the line spacing of the paragraphs present in your application. 20

2. (a) Create a PowerPoint presentation of your own by inserting the information available in the slides of any existing presentation, without using cut copy paste feature. Create four slides in your presentation.
- (b) Insert slide number, date and time in every slide.
- (c) Show the produced slides by Slide Sorter.
- (d) Alter the slide transition settings.
- (e) Insert hyperlink such that by clicking on it, the document created by you in Q.1 is invoked. 20
3. Perform following tasks on MS-Windows :
- (a) Change ScreenSaver and Wallpaper of your system.
- (b) Go to DOS prompt and again come back to Windows Desktop screen.
- (c) Interchange the functions of mouse buttons.
- (d) Demonstrate 3D Audio effect by using Sound Effect Manager utility.
- (e) Rotate your system screen by 90° and bring it back to the original position. 20
4. (a) Write a macro which is invoked by pressing Ctrl + #, and it is supposed to print the equation  $\int_0^{\pi} (\sin^2\theta + \cos^2\theta) d\theta = \pi$  which is written by using equation editor. 10
- (b) Create a data file containing name, department, designation of at least five members from different departments of a university. Write a letter to all of them using MS-Word's mailmerge feature, to inform them that they have been kept in a special committee to take care of students' problems in the university. 10