

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 :

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- (a) Insert a table carrying information about the components of MS Office and their utility description.
- (b) The components of MS Office described in Q.1(a) should work as hyperlink. The moment component is chosen, concerned respective document type should be opened.
- (c) Incorporate audio comments at the end of the document.
- (d) Demonstrate AutoCorrect feature.
- (e) Insert suitable word art and clipart into your document.

2. Perform the following tasks on MS-Windows : 20
- (a) Change resolution and color quality of screen.
 - (b) Change homepage and clear history contents.
 - (c) Find free space on the hard disk.
 - (d) Show speaker configuration and autotest it for two speakers attached to the system.
 - (e) Activate task manager to view the tasks under operation, stop any one of the tasks.
3. (a) Write a macro to rotate a square shape in your document when Ctrl+Shift+* is pressed. 5
- (b) Protect the document created in Q.1 by adding password requirement for both, to open and to modify the same. 5
- (c) Demonstrate mailmerge utility for sending invitation letter to your friends whose details are contained in the datafile created by you. 10
4. (a) Demonstrate Autocontent Wizard to generate presentation of a sports activity conducted in your organization.
- (b) Demonstrate rehearse time utility on the presentation created in Q.4(a).
- (c) Insert a slide in your existing presentation to describe the organization chart of your organization.
- (d) Insert hyperlink in one of your slides, such that clicking on it will start an audio file.
- (e) Incorporate suitable animation in your presentation. 20