

**BACHELOR IN COMPUTER APPLICATIONS (BCA)**  
**(Revised)**

**Term-End Practical Examination 06465**

**December, 2012**

**BCSL-013 : COMPUTER BASICS AND PC SOFTWARE LAB**

*Time allowed : 2 hours*

*Maximum Marks : 100*

*Weightage : 50%*

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**Note :** *There are five questions in this paper, carrying 80 marks. All questions are compulsory. 20 marks are for viva-voce.*

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1. (a) Execute the following Linux commands and write down the result and use of each command : 8
  - (i) cp (ii) cat (iii) who am i (iv) more
- (b) (i) How will you change IP and MAC ? addresses of your machine. 4
  - (ii) Write steps to find missing documents in Linux 4
2. (a) Create a 3 page document in 3 - column format. In the first page you insert a table and in the remaining pages add pictures. 10
- (b) Create a table of contents and foot notes for the above documents. 6
3. Create the workbook containing 10 students records of award list. 16

	A	B	C	D	E	F	G	H
Name	Assign	Project	TEE	Total	Percentage	Grade	Status	
		Marks						
N1	10	15	50					
N2	8	20	40					
N3	-	-	-					
-	-	-	-					
N10	-	-	-					

Weightage for assignment - 15%

Weightage for Project - 25%

Weightage for TEE - 60%

Apply formula for total percentage, grading, and status (Pass/Fail). To score 40% is required in each component to pass.

4. Create a presentation (Power Point) on a social networking site : **16**
- (a) All the slides should have common design
  - (b) Write speaker notes for each slide
  - (c) For each slide you should have sound effect
5. Using outlook e-mail to your coordinator for scheduling MCA Ist semester classes. Use the following features : **16**
- (a) Add your own signature to the e - mail message
  - (b) Make the e - mail message to different recipient
  - (c) Make a blind copy for yourself
  - (d) Set up an alert on the desktop to notify whenever an e - mail has arrived from the coordinator
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**BACHELOR IN COMPUTER APPLICATIONS (BCA)**  
**(Revised)**

**Term-End Practical Examination 03205**

**December, 2012**

**BCSL-013 : COMPUTER BASICS AND PC SOFTWARE LAB**

*Time allowed : 2 hours*

*Maximum Marks : 100*

*Weightage : 50%*

**Note :** *There are five questions carrying 80 marks. 20 marks are for viva-voce. Each question is compulsory.*

1. (a) Execute the following Linux commands and write down the results : 8  
 (i) `cmp`      (ii) `du`      (iii) `who`      (iv) `des`
- (b) (i) How do you create partitions on hard disk ? Write all the steps 4  
 (ii) Write all the steps to add extra RAMs in your computer 4
  
2. Create a new document. Add a picture from the sample picture. Resize it to make it a bit bigger. Add 5 lines text to the document for the picture. Tight wrap the text around the image. Now set the image at the centre of the page using position option. Change the shape of the picture to oval. Save the document. 16
  
3. Create a table of expenses for purchasing computer books. column A should have the names of books whereas column B should have number of books purchased for that title, column C should have cost for each book, Column D should have formula for multiplying cost of each book by the number of title, D10 should have formula for totalling the cost of all the books. D12 should have formula for giving 15% discount to University Library. D14 should have formula for totalling the cost after the discount. 16
  
4. Create a presentation on your sports interest : 16  
 (a) All the slides should have proper heading and should have slide notes  
 (b) There should be sound effect while moving from one slide to another slide  
 (c) Add a video to at least one slide which can be run in play full screen option

5. Do the following tasks in outlook.

16

- (a) Make a schedule for faculty meeting at 11AM to 1 PM on the 1<sup>st</sup> and 3<sup>rd</sup> week of the month
  - (b) Set up an alert on the desktop to notify about meeting timing
  - (c) Send the mail in this effect to all faculty members
  - (d) Make a blind carbon copy to your self
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**BACHELOR IN COMPUTER APPLICATIONS (BCA)  
(Revised)**

**Term-End Practical Examination** 01906  
**December, 2012**

**BCSL-013 : COMPUTER BASICS AND PC SOFTWARE LAB**

*Time allowed : 2 hours*

*Maximum Marks : 100*

*Weightage : 50%*

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**Note :** *There are five questions carrying 80 marks. 20 marks are for viva-voce.*

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1. (a) Execute the following Linux commands and write down the results : 8  
(i) history (ii) tail (iii) pwd (iv) df
- (b) (i) Create short cuts for Ms Excel and Ms Word 3  
(ii) Write steps for installing device drivers 5
2. Create a standard letter to inform all BCA students about the timing of TEE (Practical). 16  
You are required to use mail merge to generate the customized letters. You need to create a database of all BCA Students
3. (a) Create a work book containing a size of population of 15 states in percentage of 10  
the total population of the entire world.
- (b) Use Auto fill feature to fill column B with even numbers and column C with odd 6  
numbers. There should be 10 records in each column.
4. Create a power point on the area of your reading interest (at least 5 slides) 16
  - (a) All slides should have a picture inserted into it
  - (b) Use different customised animation effect on pictures
  - (c) Write speaker notes for each slide
  - (d) Add a sample video to at least one slide which can be run in full screen

5. Do the following in Outlook :

16

- (a) Make an appointment for meeting with students on Monday, Wednesday and Friday between 10 AM to 11 AM every week and set the reminder
  - (b) Write all the steps to get rid of junk mails
  - (c) Change the timing and location for an appointment
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**BACHELOR IN COMPUTER APPLICATIONS (BCA)  
(Revised)****Term-End Practical Examination****December, 2012**

00160

**BCSL-013 : COMPUTER BASICS AND PC SOFTWARE LAB***Time allowed : 2 hours**Maximum Marks : 100**Weightage : 50%*

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**Note :** *There are five questions, carrying 80 marks. 20 marks are for viva-voce. Each question is compulsory.*

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1. (a) Try to execute the following Linux commands and write down the results. 8  
(i) rm           (ii) head           (iii) grep           (iv) kill
- (b) (i) Write all the steps for formatting the hard disk 4  
(ii) Display the sorted list of all files in your home directory 4
2. (a) Design a flyer for a picnic to be organised by the university. Use different styles, fonts and effects to create. 8
- (b) Create a newsletter in 3 - column layout. Each page should have an outside border. The page should have a background colour and "New BCA" in the watermark. 8
3. Create a new workbook containing a teacher's salary for twelve months. Use formula to display the sum of all the values. Apply formula to calculate income tax on the salary amount as follows : 16  
(a) If amount exceed ₹ 10 lacs, interest rate will be 30%  
(b) Less than 10 lacs - interest rate will be 20%  
  
Apply the formula to calculate total annual interest amount and total salary amount received after deducting the interest amount

4. Create a presentation on Computer Basics and PC software Lab course (min 5 slides) 16
- (a) All slides should have common design pattern and slide notes
  - (b) For each slide you should have a timer based transition
5. Do the following tasks using outlook : 16
- (a) Make an appointment for conducting an assignment viva-voce and make it reoccur every Monday evening 3 pm.
  - (b) Set up an alert on the desktop to notify whenever an e-mail arrives in your e-mail box from the university.
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