

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

**Term-End Practical Examination**

**December, 2016**

**BCSL-013(P)/S3 : COMPUTER BASICS AND PC SOFTWARE LAB**

*Time : 2 Hours*

*Maximum Marks : 100*

*(Weightage : 50)*

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- Note :** (i) *There are five questions carrying 80 marks.*  
(ii) *Rest 20 marks are for viva-voce.*  
(iii) *All questions are compulsory.*
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1. (a) Write a Shell Script to print numbers 1 to 20 using while loop. 10  
(b) Execute the following Linux commands : 6  
(i) date  
(ii) df  
(iii) grep  
(iv) man
2. Use Mail Merge to send a letter to all your friends for inviting them to attend the inauguration of a seminar. Create a database of all your friends. 16

3. Below are the details of total admissions in a class and students' attendance in lectures in a month. You are required to create a spreadsheet in appropriate format for the sample labels and data and also create formulae for percentage of students' attendance and percentage of absentee students. Also centre the heading of the spreadsheet "Monthly Attendance".

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Monthly Attendance				
Class	Total Admissions in the Class	Students' Attendance	% of Attendance	% of Absentees
Science	100	100		
Math	57	15		
Literature	80	60		
IT	100	85		
Biology	70	40		

4. Create a PowerPoint presentation on BCA Program (minimum five slides) which should include the following details :

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- Objectives of the program.
- Minimum and maximum duration of the program.
- List of theory courses in the first semester.
- List of practical courses in the first semester.
- List of Programming courses.

5. Do the following tasks in Outlook :

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- Create a contact list and add a new contact in the contact list.
- Write all the steps to form a Yahoo group.
- Add a new appointment to your calendar.
- Set up an alert on the desktop to notify whenever an email arrives in your email box from the University.