

BACHELOR OF COMPUTER APPLICATIONS (Revised)
(BCA)

Term-End Practical Examination

June, 2015

01623

BCSL-013(P)/S1 : 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) Execute the following Linux commands : 6
 - (i) diff
 - (ii) chmod
 - (iii) tail
 - (iv) cmp
- (b) (i) Write the steps for formatting hard disk. 5
(ii) How would you change IP and MAC address of your machine ? 5
2. (a) Create a standard letter using a mail-merge feature to inform all your friends regarding the last date of submission of assignments. You are requested to create a database of your friends. Add "urgent" as watermark in your letter. 10
- (b) Create a new document. Add a table and an image. Resize both the table and the image to look bigger. Add a header and a footer. 6
3. Create a workbook containing monthly sales of smartphones of two brands through a bar graph. Also show monthwise sales (in percentage) of each brand of the total sales through a pie chart. 16
4. Create a PowerPoint presentation (minimum five slides) on the important features of Word. The presentation should have the following features : 16
 - All the slides should have common design with proper heading and slide notes.
 - For each slide you should have sound effect.
 - All slides should have picture inserted into it.

5. Using Outlook, email to your program coordinator for uploading the practical assignments for January to June sessions. Use the following features : 16
- (a) Add your own signature to the e-mail message.
 - (b) Make a blind copy to yourself.
 - (c) Set up an alert on the desktop to notify whenever e-mail has arrived from the coordinator.
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