

BACHELOR OF COMPUTER APPLICATIONS (BCA)
(Revised)

Term-End Examination

00218

June, 2016

**BCSL-013 - Set - 4 : COMPUTER BASICS AND PC
SOFTWARE LAB**

Time : 2 hours

Maximum Marks : 100

Weightage : 50

Note : (i) There are five questions, carrying 80 marks.

(ii) 20 marks are for viva-voce.

(iii) Each question is compulsory.

(iv) Each question carries 16 marks.

1. (a) Write a shell script to print the numbers as 1 3 5 7 9 10
using while loop.
- (b) Write all the steps for partitioning hard disks. 6
2. Use a mail merge application to send a letter to all your friends for inviting to attend a birthday party. 16
3. Below are the details of income and expenses for five months of an organization. You are required to create a spreadsheet in an appropriate format for the sample labels and data and calculate total expenses and saving for every month. Income, fixed expenses and variable expenses in every month will increase @ 10%, 5% and 5% respectively of the previous month. Write formulae for each calculation, centre the heading of the spreadsheet "Income and Expenses." 16

"Income and Expenses"

	January	February	March	April	May
Income	2000				
Fixed Expenses	500				
Variable Expenses	350				
Total Expenses					
Savings					

Note : You are required to create formulae for total expenses, savings for every month and income, fixed expenses and variable expenses for Feb to May.

4. Create a PowerPoint Presentation on the objectives of the first year Lab Courses (minimum 5 slides) **16**
- (a) Each slide should have timer based transition
 - (b) All slides should have slide notes
 - (c) Add a video to one slide and run it
 - (d) Add a relevant picture to each slide and show animation effect
5. Do the following tasks in Outlook : **16**
- (a) Make an appointment for meeting course coordinators on Monday, Wednesday and Friday between 2 P.M. to 7 P.M. 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 in the contact list
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