

BACHELOR OF COMPUTER APPLICATIONS (Revised)
(BCA)

Term-End Practical Examination
December, 2014

00867

BCSL-013(P)/S1 : COMPUTER BASICS AND PC SOFTWARE LAB

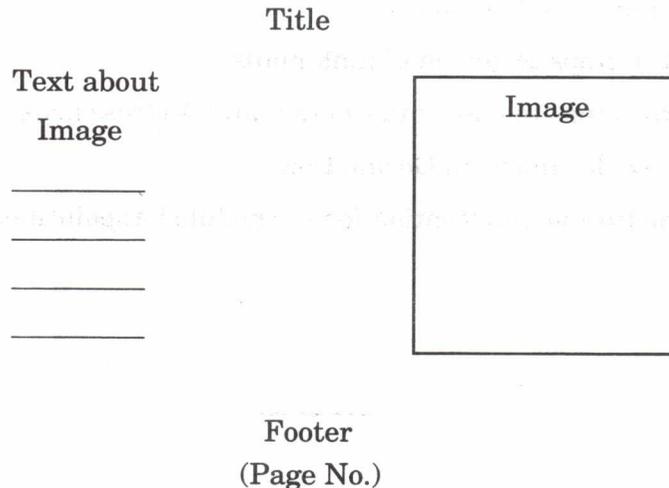
Time : 2 Hours

Maximum Marks : 100

(Weightage : 50)

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- Note :** (i) There are **five** questions carrying 80 marks.
(ii) All questions are **compulsory**.
(iii) 20 marks are for viva-voce.
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1. (a) Execute the following Linux commands and write down the results. 6
(i) du
(ii) cat
(iii) pwd
(iv) who am i
(b) (i) Write the steps for installing a device driver. 5
(ii) How would you change IP address of your machine ? Write all the steps. 5
2. (a) Create a Word document having an image and the text given about the image as shown below. The heading, footer, formatting and layout should be given as shown in the following sample. 8



(b) Use a MailMerge to send a letter to all your friends about the December examination schedule. 8

3. Create a workbook containing students' name, enrolment no., TEE (T), TEE (P) and assignment marks. 16

Max. marks of TEE (T) – 60 marks

Max. marks of TEE (P) – 15 marks

Max. marks of Assignment – 25 marks

The students have to score a minimum 40% in each component of the subject to pass the subject.

For scoring A, a student has to get 75% and above.

For scoring B, a student has to score between 60% and 75%.

For scoring C, a student has to get between 40% and 60%.

Below 40% students will be graded as D.

There should be at least 10 entries (records). Apply formulae for total percentage grading and status (Pass/Fail). Show the percentage of passing students in different grades (A, B, C, D) a using pie chart.

4. Create a PowerPoint presentation (minimum five slides) on a Computer Fundamental course. 16

- All slides may have different designs with proper headings and slide notes.
- Add a video to the first slide which can run in full screen option.
- Incorporate timer based transaction.

5. Do the following tasks in Outlook : 16

- (a) Write all the steps to get rid of junk mails.
- (b) Write all the steps to maintain Contact and Address books.
- (c) Create a new document in Google Docs.
- (d) Change the timing and location for a scheduled appointment.