

BCA (Revised)

Term-End Practical Examination

04702

December, 2011

BCSL-013 : COMPUTER BASICS AND PC SOFTWARE LAB

Time allowed : 2 hours

Maximum Marks : 100

Weightage : 50%

Note : There are 5 sections in this paper. Each section is of 20 marks (15 marks for practical and 5 marks for *viva-voce*. Each section is *compulsory*.

SECTION - I

Operating system

1. Try to execute the following Linux commands and write down the results and use of each command 10
 - (i) grep
 - (ii) Kill
 - (iii) ls
 - (iv) pwd
 - (v) tail

2. Answer the following questions.
 - (i) How do you switch from one window to another window in XP. 2
 - (ii) How do you remove an item from start menu (Windows). 1
 - (iii) List use of the following function keys F1 and F3. 2

SECTION - II

Word Processor

- | | | | |
|----|------|--|---|
| 3. | (i) | Design a flyer for marketing of BCA program. Use different font style, size, colours, effects and alignments to create it. It should contain the text "Highly job oriented program". | 8 |
| | (ii) | Create a document in two column layout you may copy the text from anywhere else to create the document. | 7 |

SECTION - III

Spread Sheet

4. Create a new workbook containing students marks in software engineering course. **15**
Add column heading as Name, Assignment marks, Project marks, Practical marks, total marks, percentage marks. Add records to the table. Add title to the table as software engineering. Format the table properly. Use function to calculate total marks and percentage. Add headers and footers to the worksheet.

SECTION - IV

Power Point

5. Create a presentation on Revised BCA program (10 slides) 15
- (i) All the slides should follow common design i.e same title style, same footer with page number, date and venue of presentation.
 - (ii) All slides should have slide notes.
 - (iii) At least one or two slides should show some animation effects.

SECTION - V
E-Mail / Outlook

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|----|------|---|---|
| 6. | (i) | Schedule for an appointment for students performance review meeting and make it reoccur every last Monday at 2 pm of the month. | 8 |
| | (ii) | Use an outlook feature to send out a default message when you go on personal vacations / holidays. | 7 |