

BACHELOR IN COMPUTER APPLICATIONS (BCA)**Term-End Practical Examination****June, 2007****CS-611P : COMPUTER FUNDAMENTALS AND
PC SOFTWARE***Time allowed : 2 hours**Maximum Marks : 100
(Weightage 15%)***General Instructions :**

- (i) *There are four questions (20 marks each) in this paper, totalling 80 marks. Rest 20 marks are for viva-voce.*
- (ii) *Test the macros created by you (wherever needed).*
- (iii) *Write all the steps which you have performed in your answer-script.*
- (iv) *Print the files, if required and possible, otherwise write partial data input and output in your answer-script.*
- (v) *Make suitable assumptions, if any.*

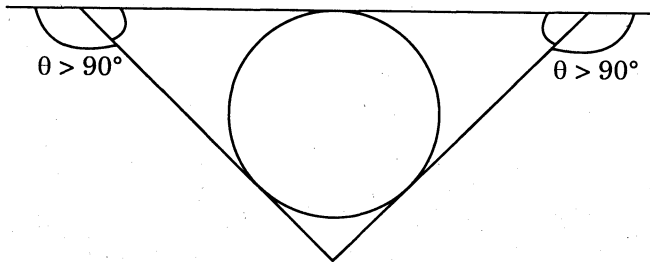
1. Perform following tasks on a Word document :

- (a) *Write an application to the Principal, to seek grant of leave for two days. Position respective contents of your application by using alignment tool.*
- (b) *Use find and replace tool, to find the word sir and replace it with madam.*
- (c) *Change the current page setup, such that all margins are of 1.5" and gutter is on 2.0" from left.*
- (d) *Demonstrate the word count utility to describe the statistics of the document created by you in Q. 1(a).*
- (e) *Protect the document created in Q. 1(a) from any modification.* *4×5=20*

2. (a) Insert data from another slide/presentation into your presentation without using cut-copy-paste, Create four slides in your presentation.
- (b) Change design template and background of your presentation created in Q. 2(a).
- (c) Change style of slide transition.
- (d) Demonstrate how to have handouts of the slides.
- (e) Insert slide number, date and time in every slide created in Q. 2(a). 4×5=20

3. (a) Change font size of all the items shown on desktop.
- (b) Show the speaker configuration and auto test it for 2 speakers attached to the system.
- (c) Activate task manager to view the tasks under operation, stop any one of the tasks.
- (d) Go to DOS prompt and again come back to the windows screen. 5×4=20

4. (a) Write a macro to produce the figure shown below : 5



- (b) Create a datafile containing name, address, phone number of your friends. Use mailmerge feature to create the invitation letter for each of your friends using the datafile created by you. 15