## BACHELOR OF COMPUTER APPLICATIONS (Revised)
## (BCA)
### Term-End Practical Examination
03989
### December, 2015

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

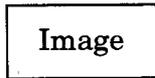*Time : 2 Hours*                                      *Maximum Marks : 100*
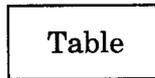
*(Weightage : 50)*

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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 :                                10
    (i)   pwd
    (ii)   grep
    (iii)   tail
    (iv)   cat
    (v)   diff

    (b)  Write all the steps for installing device drivers on your system.         6

2.  Create a word document having image, table, heading and footer with proper formatting and layout as given below :         16

TITLE

Text (about image)

| Image | ——————— |
| | ——————— |
| | ——————— |

| Table | ——————— |
| | ——————— |

Footer
(Page Nos.)

3. Create a worksheet below. Type in the labels, the student numbers, the test results (which are out of 100) and the test weights. The total marks and the class averages for each test must be calculated. The class average for test 1 is simply the average of the marks obtained in that test. While calculating the total marks you must use the test weights. The first and the second tests are worth a quarter (0·25), while the third, a half. *16*

| | A | B | C | D | E |
|---|---|---|---|---|---|
| 1 | First Semester Results | | | | |
| 2 | Student | Test 1 | Test 2 | Test 3 | Total |
| 3 | 1 | 40 | 50 | 55 | |
| 4 | 2 | 50 | 60 | 65 | |
| 5 | 3 | 55 | 65 | 70 | |
| 6 | 4 | 60 | 70 | 55 | |
| 7 | 5 | 55 | 65 | 65 | |
| 8 | Class average | | | | |
| 9 | Test weightage | 0·25 | 0·25 | 0·5 | |

4. Create a PowerPoint presentation on Computer Basics and PC Software Lab which should include objectives of the course, important topics, etc. : *16*

   (a) All the slides should have a common design.

   (b) Write speaker note for each slide.

   (c) Add a picture and show animation effect on it for at least one slide.

5. Do the following tasks in Outlook : *16*

   (a) Create a contact list of five persons which should have name, email ID and profession of each person.

   (b) Add a new contact in the contact list.

   (c) Create an appointment to your calendar for 9:00 AM – 11:00 AM, 26<sup>th</sup> October, Monday, titled "Discussion on Practical Examination".