BACHELOR OF COMPUTER APPLICATIONS (Revised)
(BCA)
Term-End Practical Examination
December, 2014

02634

BCSL-013(P)/S2 : 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) *All questions are **compulsory**.*

1. (a) Execute the following Linux commands and write down the results :   8
        (i)   cp
        (ii) grep
        (iii) cat
        (iv) chmod

    (b) (i)   Write all the steps to create partitions on hard disk.   4
         (ii) Write all the steps to add extra RAMs in your computer.   4

2. (a) Create a Word document having an image and the related text as given below. The heading, footer, formatting and layout should be given as in the following sample.   8

Title

Image

Text about image

_____
_____
_____
_____

Footer

(Page No.)

(b) Design a flyer for managing Foundation Day of the University using different styles, fonts and effects. *8*

3. Create a workbook containing six-monthly sales report of a small book-shop selling books, magazines and stationery monthwise. The report must show the total purchase of items during the six months, monthwise sales of each item, percentage of sales of each item out of the total sales. Apply the appropriate formulae. Also use bar chart and pie chart to show the sales figure. *16*

4. Create a PowerPoint presentation on Software which should have the following details : *16*

   - What is software ?
   - Types of software
   - Example of application software
   - Example of system software

   – Each slide should have sound effect.
   – All slides should have pictures associated with it.
   – Use different customization and animation effects.
   – Write speaker notes for each slide.

5. (a) Make an appointment for conducting a tutorial and make it reoccur every Friday morning, 11 AM. *8*

   (b) Make the e-mail to all the final year BCA students. *4*

   (c) Mark a blind carbon copy to yourself. *4*

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