BACHELOR OF COMPUTER APPLICATIONS (Revised) (BCA)

00374

Term-End Practical Examination

December, 2014

BCSL-013(P)/S3 : 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)   pwd

   (ii) yes

   (iii) tail

   (iv) cmp

   (b) (i)   Display a sorted list of all files in the home directory. 3

   (ii) Create shortcuts of MS-PowerPoint. 2

   (iii) Display the name of all files with home directory which is smaller (in size) than 10 KB but bigger than 5 KB. 3

2. (a) Create a 2-page newsletter in 2-column format. Each page should have an outside border, background colour and footnotes for the above document. 10

   (b) Build a table of contents for the above document in Q.2(a). Give your document a title which should be displayed in the header. Add *confidential* as watermark. 6

3. Create the following workbook containing students records of award list : *16*

Name of the Student	Subject-1	Subject-2	Subject-3	Total	Percentage
S1	50	60	70		
S2	40	50	60		
S3	60	50	40		
S4	80	70	80		
S5	70	80	40		

Apply formula for total, percentage and grading (As per the University norm). Maximum marks of each subject is 100.

4. Create a PowerPoint presentation on OS (minimum 5 slides) such as *16*

   – What is OS ?

   – Different types of OS

   – Examples of OS

   – Important features of OS

   • All slides may have a different design layout with a proper heading.

   • All slides should have a picture associated with it and show animation effect.

   • Write speaker notes for each slide.

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

   (a) Make a schedule for a faculty meeting at 11 AM, every 1st Tuesday of the month.

   (b) Set up an alert on the desktop to notify about the meeting.

   (c) Add your signature to the e-mail message.

   (d) Save the addresses of the faculty in the Contact list.

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