BACHELOR OF COMPUTER APPLICATIONS (Revised) (BCA)

00519

Term-End Practical Examination

December, 2015

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)   Rest 20 marks are for viva-voce.

(iii) All questions are **compulsory**.

1. (a) Execute the following Linux commands :   6
    (i)   date
    (ii) file
    (iii) head
    (iv) cp

    (b) Write all the steps for disk formatting.   8

    (c) Write all the steps for adding extra RAMs.   2

2. (a) Design a flyer for convocation day using different styles, fonts and effects.   8

    (b) Create a new document. Add a table and an image from the sample picture. Resize both the table and the image to make it look a bit bigger. Tight wrap five lines of a text around the table and the image.   8

3. You have a company producing units of Product A. Your fixed cost for producing units is ₹ 1,00,000. The cost of making one unit is ₹ 10·00. You can sell a unit for ₹ 15·00. Assume you can sell as many units as you produce. If you make 1,00,000 units per year how much profit will you make ? Create a worksheet to answer this question. Have the total cost (fixed cost + cost of making one unit) and the total sales, and the difference is the profit.   16

4. Create a presentation (at least five slides) on Linux OS. The presentation should cover important commands, basic features, number of theory and practical sessions, etc. The presentation should be organized as follows : *16*

   (a) Write speaker notes for each slide.

   (b) For each of the slides you should have timer based transition.

   (c) Add sound effect in each slide.

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

   (a) Add your own signature to the email message.

   (b) Make a blind copy for yourself.

   (c) Set up an alert on the desktop to notify whenever an email has arrived from the Program Coordinator.

   (d) Make an appointment for meeting with students on the 2nd Tuesday of the month at 11:00 AM.