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

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BCSL-013(P)/S4 : 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**.*

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1. (a) Explore /dev and list all the devices which are available. Which are character oriented and which are block oriented ? Identify your own terminal (tty) by executing whoami command. Who is the owner of your tty ? 8

   (b) Write all the steps for sharing files and folders in LINUX. 8

2. (a) You have been asked by the management of a company to organize a tour for the newly recruited staff in the company. Create a standard cover letter to inform all the new members and use mail-merge to generate the customized letter. You need to create a database of all the members whom you wish to inform. Watermark the letter as official. 12

   (b) Show how to use superscript and subscript features for the following examples : 4

   $a^3b^3c^3$

   $A_3B_3C_3$

3. You have a monthly income of ₹ 15,000. Your monthly expenditures are : Rent ₹ 2,000·00, Food ₹ 5,000·00, Mobile phone ₹ 200·00, Cable TV ₹ 300·00, Electricity ₹ 5,000·00. Design a worksheet having monthly income, monthly expenses listed and summed. Calculate the left over amount each month and the amount left over per day (assuming 30 days in a month). 16

4. Create a PowerPoint presentation on a Search Engine. The presentation should have the following features : *16*

(a) Each slide should have a sound effect during the changeover.

(b) Write speaker note for each slide.

(c) Add a video to one slide which can be run.

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

(a) Write all the steps to create a new document in Google Doc and create it.

(b) Add signature to the email massage.

(c) Write all the steps to form a Yahoo group.

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