SET - 1

BACHELOR IN COMPUTER APPLICATIONS (BCA)

Term-End Practical Examination

June, 2013

02816

BCSL-013 : COMPUTER BASICS AND PC SOFTWARE LAB

Time allowed : 2 hours

Maximum Marks : 100
(Weightage : 50%)

Note :   1. *There are **five** questions, carrying **80** marks.*
2. *All questions are **compulsory**.*
3. ***20** marks are for **viva-voce**.*

1. (a) Execute the following Linux commands :   8
    (i)   Who am i   (ii)   Gnp
    (iii) Pwd   (iv)   grep
    (b) Write all the steps for installing network printers.   8

2. (a) Create a 2 page document in 2-column format. In the first page you insert an   10
         image and in the second page add tables.
    (b) Create a table of contents and foot for the above document.   6

3. Create a workbook containing monthly expenditure on purchase of different items by   16
    an organization. Make assumption for items and expenditure. Apply formula for
    total expenditure for every item. Also apply formulae for total amount spent on all
    items.

4. Create a presentation (power point) on your program centre :   16
    (a) All the slides should have common design.
    (b) Write speaker note for each slide.
    (c) For each slide you should have sound effect.

5. Using outlook e-mail to your coordinator for scheduling MCA assignment on last Friday   16
    of the month between 3-5 PM :
    (a) Add your own signature to the e-mail message.
    (b) Make a blind copy to your self.
    (c) Set up an alert on the desktop to notify whenever e-mail has arrived.