No. of Printed Pages : **5**

BCA (Revised)

Term-End Practical Examination

04702

December, 2011

BCSL-013 : COMPUTER BASICS AND PC SOFTWARE LAB

Time allowed : 2 hours

Maximum Marks : 100
Weightage : 50%

Note : *There are 5 sections in this paper. Each section is of **20** marks (**15** marks for practical and 5 marks for **viva-voce**. Each section is **compulsory**.*

SECTION - I

Operating system

1. Try to execute the following Linux commands and write down the results and use of each command   **10**

   (i)   grep

   (ii) Kill

   (iii) ls

   (iv) pwd

   (v)   tail

2. Answer the following questions.

   (i)   How do you switch from one window to another window in XP.   2

   (ii) How do you remove an item from start menu (Windows).   1

   (iii) List use of the following function keys F1 and F3.   2

SECTION - II

Word Processor

3. (i) Design a flyer for marketing of BCA program. Use different font style, size, colours, effects and alignments to create it. It should contain the text "Highly job oriented program".   8

    (ii) Create a document in two column layout you may copy the text from anywhere else to create the document.   7

SECTION - III
Spread Sheet

4. Create a new workbook containing students marks in software engineering course. **15** Add column heading as Name, Assignment marks, Project marks, Practical marks, total marks, percentage marks. Add records to the table. Add title to the table as software engineering. Format the table properly. Use function to calculate total marks and percentage. Add headers and footers to the worksheet.

SECTION - IV
Power Point

5.   Create a presentation on Revised BCA program (10 slides)   15
   (i)   All the slides should follow common design i.e same title style, same footer with page number, date and venue of presentation.
   (ii)   All slides should have slide notes.
   (iii)   At least one or two slides should show some animation effects.

SECTION - V
E-Mail / Outlook

6. (i)   Schedule for an appointment for students performance review meeting and   8
          make it reoccur every last Monday at 2 pm of the month.

    (ii) Use an outlook feature to send out a default message when you go on personal   7
          vacations / holidays.

No. of Printed Pages : **5**

BCA (Revised)

Term-End Practical Examination

04957

December, 2011

BCSL-013 : COMPUTER BASICS AND PC SOFTWARE LAB

Time allowed : 2 hours

Maximum Marks : 100
Weightage : 50%

Note : *There are **five** sections in this paper. Each section is of **20** marks. (15 marks for practical and 5 marks for **viva-voce**). Each section is compulsory.*

SECTION - I

Operating System

1. Execute the following Linux commands and write down the results and use of each command.   **10**

    (i) Finger

    (ii) Who am i

    (iii) Ch mod

    (iv) more

    (v) diff

2. Answer the following questions.   **2**

    (i) How mouse is connected to PC ?   **2**

    (ii) How can you remove an item from a program menu.   **1**

    (iii) List use of the following function keys

    F2 and F4

     1   P.T.O.

SECTION - II

Word Processing

3. (i) You have been asked by a management of a company to organize a tour for newly recruited staff in the company. Create a standard cover letter to inform all new members and use mail merge to generate the customized letters. You need to create a database of all the members whom you wish to inform. **9**

   (ii) Build a table of contents for a document. You may copy the text from anywhere else to create the document. You may use any heading from your course material. **6**

SECTION - III
Spread Sheet

4. Create a table of records with column name and monthly salary. Salary amount should   **15**
be formatted with two decimal places. There should be at least 10 records with table.
Create a conditional format to highlight top 2 salary amounts with blue colour and the
lowest salary amount with red colour. The table should have a proper heading.

SECTION - IV
Power Point

5.   Create a presentation on IGNOU (at least 10 slides)   **15**

    (i)   All the slides should follow common design, i.e. same title style, same footer with page number, date etc.

    (ii)   All slides should have slide notes.

    (iii)   There should be some sound effect while moving from one slide to another slide.

SECTION - V
E-Mail / Outlook

6. (i) Make a schedule for conducting TEE (theory) every day between 10 AM to 1 PM and between 2 PM to 5 PM in the month of June except Sunday and make it reoccur everyday in the month of December. 9

   (ii) Set up an alert on the desktop to notify whenever an e-mail arrives in your inbox. 6

No. of Printed Pages : 5

SET - 3

BCA (Revised)

Term-End Practical Examination

03466

December, 2011

BCSL-013 : COMPUTER BASICS AND PC SOFTWARE LAB

Time allowed : 2 hours

Maximum Marks : 100
Weightage : 50%

Note : *There are five sections in this paper. Each section is of 20 marks (15 marks for practicals and 5 marks for viva-voce). Each section is compulsory.*

SECTION - I

Operating System

1. Execute the following Linux commands and write down the results and use of each command.   **10**

    (i)   cat

    (ii) ln

    (iii) Find

    (iv) rm

    (v)   cmp

2. Answer the following questions :

    (i)   Create shortcuts for MS Power Point.   1

    (ii) How do you connect your Pen drive to your system (which port?) ?   2

    (iii) List use of function keys   2

          F2, F4 and F5

SECTION - II

Word Processing

3. (i) Create a two page document in two-column layout. Each page should have a border and should be landscape oriented. Set a background colour and add 'BCA' as the watermark. Give your document a title which should be displayed in the header.   9

    (ii) Create an index for the above document.   6

SECTION - III
Spreadsheet

4. Create a table of monthly expenses in an office environment. The table will have two columns. Item name and expenditure amount. The expenditure amount should be formatted with two decimal places. There should be at least 15 records in the table. Create a pie chart for the expenditure amount. Examples of expenditure heads can be papers, pencils, pen, meeting, seminar etc. The chart should have proper title, labels and legends.   15

SECTION - IV
Power Point

5. Create a power point on open source software (at least 10 slides)   15

   (i)   All slides should have slide notes.

   (ii)   All the slides should follow common design i.e. same title style, same footer with page number and date.

   (iii)   Use different customized animation effects on pictures (to be added) and Clip Art (to be added) on any four of ten slides.

SECTION - V
E-Mail / Outlook

6. (i)   Make a schedule for conducting TEE (practical) every weekends in the month of   9
          January between 9.30 AM to 5.30 PM and make it reoccur every weekend in the
          month of July also.

    (ii) Write all the steps to get rid of all junk emails.   6

_____

No. of Printed Pages : **5**

BCA (Revised)

Term-End Practical Examination

01089

December, 2011

BCSL-013 : COMPUTER BASICS AND PC SOFTWARE LAB

Time allowed : *2 hours*

Maximum Marks : 100
Weightage : 50%

Note :   *There are **five sections** in this paper. Each section is of **20 marks** (15 marks for practical and 5 marks for **viva-voce**) Each section is **compulsory**.*

SECTION - I

Operating System

1. Execute the following Linux commands and write down the result and use of each command.   **10**

    (i)   Up time

    (ii)   date

    (iii) ls

    (iv)   grep

    (v)   WC

2. Answer the following questions.

    (i)   How will you install extra RAM in your computer ?   3

    (ii)   List use of function keys F5, F6 and F7   2

SECTION - II

Word Processing

3.   (i)   Create a standard greeting letter to wish all your friends on the eve of new year   9
using mail - merge feature. You need to create a database of all the members.

     (ii)   Create a new document. Add a picture (from a sample picture) to the document.   6
Resize it to make a smaller. Add 5 lines to the document for the picture. Tight
wrap the text around the image.

SECTION - III
Spreadsheet

4. Create a new workbook containing students performance in the first year of BCA. **15**
Add column heading as Name, Total marks of subject 1, total marks of subject 2 ......,
Total marks of all subjects. Add 10 records to the table. Add title to the table as
students performance. Use functions to calculate total marks and percentage for each
student. Add headers and footers to the worksheet.

SECTION - IV
Power Point

5.   Create a presentation on computer BASICS (10 slides)   **15**
   (i)   All the slides should follow common design.
   (ii) All slides should have slide notes.
   (iii) At least two slides should show some animation effects (Text animation for example).
   (iv) At least two slides should have some sound effects.

SECTION - V
E-Mail / Out look

6. Make a schedule for conducting   9

   (i)   Project viva-voce everyday from 15th May to 30th May between 10 AM to 6 PM and make it reoccur in the month of October within the same time period.

   (ii) Write steps to setup an alert on the desktop to notify you whenever an e-mail   6
         arrives in your inbox.

No. of Printed Pages : **2**   SET - 1

BACHELOR IN COMPUTER APPLICATIONS (BCA)
(Revised)

Term-End Practical Examination   06465

December, 2012

BCSL-013 : COMPUTER BASICS AND PC SOFTWARE LAB

Time allowed : 2 hours   *Maximum Marks : 100*
                                                  Weightage : 50%

Note :   *There are **five** questions in this paper, carrying 80 marks. All questions are compulsory. **20** marks are for viva-voce.*

---

1. (a)   Execute the following Linux commands and write down the result and use of   8
          each command :

          (i)   cp   (ii)   cat   (iii)   who am i   (iv)   more

    (b)   (i)   How will you change IP and MAC ? addresses of your machine.   4

          (ii)   Write steps to find missing documents in Linux   4

2. (a)   Create a 3 page document in 3 - column format. In the first page you insert a   10
          table and in the remaining pages add pictures.

    (b)   Create a table of contents and foot notes for the above documents.   6

3. Create the workbook containing 10 students records of award list.   16

A	B	C	D	E	F	G	H
Name	Assign	Project Marks	TEE	Total	Percentage	Grade	Status
N1	10	15	50				
N2	8	20	40				
N3	-	-	-				
-	-	-	-				
N10	-	-	-				

Weightage for assignment - 15%

Weightage for Project - 25%

Weightage for TEE - 60%

Apply formula for total percentage, grading, and status (Pass/Fail). To score 40% is required in each component to pass.

4. Create a presentation (Power Point) on a social networking site : **16**

    (a) All the slides should have common design

    (b) Write speaker notes for each slide

    (c) For each slide you should have sound effect

5. Using outlook e-mail to your coordinator for scheduling MCA Ist semester classes. Use **16**
    the following features :

    (a) Add your own signature to the e - mail message

    (b) Make the e - mail message to different recipient

    (c) Make a blind copy for yourself

    (d) Set up an alert on the desktop to notify whenever an e - mail has arrived from the coordinator
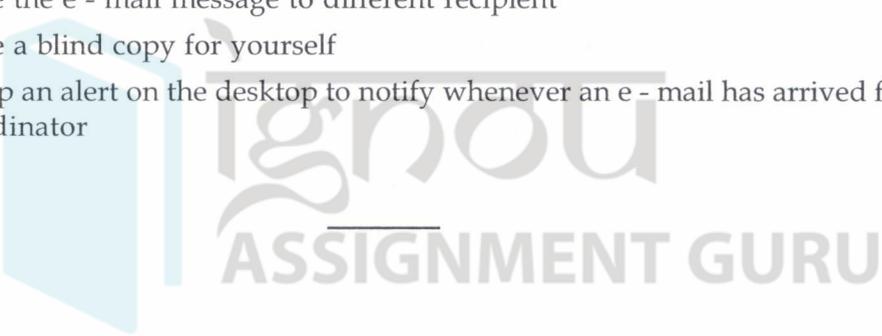
No. of Printed Pages : 2

SET - 2

BACHELOR IN COMPUTER APPLICATIONS (BCA)
(Revised)

Term-End Practical Examination   03205

December, 2012

BCSL-013 : COMPUTER BASICS AND PC SOFTWARE LAB

Time allowed : 2 hours

Maximum Marks : 100
Weightage : 50%

Note :   There are **five questions** carrying 80 marks. 20 marks are for viva-voce. Each question is compulsory.

---

1.   (a)   Execute the following Linux commands and write down the results :   8

        (i)   cmp   (ii)   du   (iii)   who   (iv)   des

   (b)   (i)   How do you create partitions on hard disk ? Write all the steps   4

        (ii)   Write all the steps to add extra RAMs in your computer   4

2.   Create a new document. Add a picture from the sample picture. Resize it to make it a bit bigger. Add 5 lines text to the document for the picture. Tight wrap the text around the image. Now set the image at the centre of the page using position option. Change the shape of the picture to oval. Save the document.   16

3.   Create a table of expenses for purchasing computer books. column A should have the names of books whereas column B should have number of books purchased for that title, column C should have cost for each book, Column D should have formula for multiplying cost of each book by the number of title, D10 should have formula for totalling the cost of all the books. D12 should have formula for giving 15% discount to University Library. D14 should have formula for totalling the cost after the discount.   16

4.   Create a presentation on your sports interest :   16

   (a)   All the slides should have proper heading and should have slide notes

   (b)   There should be sound effect while moving from one slide to another slide

   (c)   Add a video to at least one slide which can be run in play full screen option

5. Do the following tasks in outlook. **16**

    (a) Make a schedule for faculty meeting at 11AM to 1 PM on the 1st and 3rd week of the month

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

    (c) Send the mail in this effect to all faculty members

    (d) Make a blind carbon copy to your self

———

No. of Printed Pages : **2** | SET - 3 |

BACHELOR IN COMPUTER APPLICATIONS (BCA)
(Revised)

Term-End Practical Examination   01906

December, 2012

BCSL-013 : COMPUTER BASICS AND PC SOFTWARE LAB

Time allowed : 2 hours   *Maximum Marks : 100*
                              Weightage : 50%

Note :   *There are **five questions** carrying 80 marks. 20 marks are for viva-voce.*

1. (a) Execute the following Linux commands and write down the results :   8

    (i) history   (ii) tail   (iii) pwd   (iv) df

    (b) (i) Create short cuts for Ms Excel and Ms Word   3

    (ii) Write steps for installing device drivers   5

2. Create a standard letter to inform all BCA students about the timing of TEE (Practical).   16
    You are required to use mail merge to generate the customized letters. You need to
    create a database of all BCA Students

3. (a) Create a work book containing a size of population of 15 states in percentage of   10
    the total population of the entire world.

    (b) Use Auto fill feature to fill column B with even numbers and column C with odd   6
    numbers. There should be 10 records in each column.

4. Create a power point on the area of your reading interest (at least 5 slides)   16

    (a) All slides should have a picture inserted into it

    (b) Use different customised animation effect on pictures

    (c) Write speaker notes for each slide

    (d) Add a sample video to at least one slide which can be run in full screen

5. Do the following in Outlook :   16

    (a) Make an appointment for meeting with students on Monday, Wednesday and
         Friday between 10 AM to 11 AM every week and set the reminder

    (b) Write all the steps to get rid of junk mails

    (c) Change the timing and location for an appointment

————

No. of Printed Pages : 2

SET - 4

BACHELOR IN COMPUTER APPLICATIONS (BCA)
(Revised)
Term-End Practical Examination
December, 2012

00160

BCSL-013 : COMPUTER BASICS AND PC SOFTWARE LAB

Time allowed : 2 hours

Maximum Marks : 100
Weightage : 50%

Note : *There are **five questions**, carrying 80 marks. **20** marks are for viva-voce. Each question is compulsory.*

1. (a) Try to execute the following Linux commands and write down the results.   8

      (i)   rm   (ii)   head   (iii)   grep   (iv)   kill

   (b)   (i)   Write all the steps for formatting the hard disk   4

      (ii)   Display the sorted list of all files in your home directory   4

2. (a) Design a flyer for a picnic to be organised by the university. Use different styles, fonts and effects to create.   8

   (b) Create a newsletter in 3 - column layout. Each page should have an outside border. The page should have a background colour and "New BCA" in the watermark.   8

3. Create a new workbook containing a teacher's salary for twelve months. Use formula to display the sum of all the values. Apply formula to calculate income tax on the salary amount as follows :   16

   (a) If amount exceed ₹ 10 lacs, interest rate will be 30%

   (b) Less than 10 lacs - interest rate will be 20%

   Apply the formula to calculate total annual interest amount and total salary amount received after deducting the interest amount

4. Create a presentation on Computer Basics and PC software Lab course (min 5 slides)　　**16**

   (a) All slides should have common design pattern and slide notes

   (b) For each slide you should have a timer based transition

5. Do the following tasks using outlook :　　**16**

   (a) Make an appointment for conducting an assignment viva-voce and make it reoccur every Monday evening 3 pm.

   (b) Set up an alert on the desktop to notify whenever an e-mail arrives in your e-mail box from the university.

No. of Printed Page : 1

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 image and in the second page add tables.   10
     (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 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.   16

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 of the month between 3-5 PM :   16
     (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.

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No. of Printed Pages : **2**

BACHELOR IN COMPUTER APPLICATIONS (BCA)

Term-End Practical Examination

June, 2013

01114

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. ***20** marks are for **viva-voce**.*

  3. *All questions are **compulsory**.*

---

1. **(a)** Execute the following Linux commands and write down the results :   **8**

   (i)   tail   (ii)   find

   (iii) finger   (iv)   ch mod

(b) Write all the steps for installing device drivers on your systems.   **6**

(c) How will you charge IP address to your machine I ?   **2**

2. Create a new document. Add a table and an image from the sample picture. Resize both table and image to look it a bit bigger. Add 5 lines of text to the document for the picture as well as table. Tight wrap the text around the image and the table. Now position the image as well as text at the centre of the page using position option save the document.   **16**

3. Create a table of expenses for purchasing of Newspapers and magazine. The workbook should show the list of items purchased every month from suppliers, cost of each item , discount given to the institution which is given as below :   **16**

More than Rs. 50000 - 10% discount

Rs. 50001 - Rs. 1,00000 - 20% discount

> 1,00000 - 30% discount

Appropriate formulae should be used for totalling monthly expenditure, yearly expenditure after discount.

4. Create a presentation on your computer science subjects : 16
   (a) All the slides should have proper heading and should have slide notes
   (b) There should be sound effect while moving from one slide to another slide
   (c) Add a video to at least one slide which can be run in play full screen option
   (d) Write speaker note for each slide

5. Do the following tasks. 16
   You and your friends are planning for a picnic :
   (a) make a schedule in the second week of June
   (b) add signature to e-mail message
   (c) send in mail to this effect to all members
   (d) make a blind carbon copy to yourself

   _____

SET - 3

BACHELOR IN COMPUTER APPLICATIONS (BCA)

Term-End Practical Examination

June, 2013   01576

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. ***20** marks are for **viva-voce**.*

3. *All questions are **compulsory**.*

---

1. (a) Execute the following Linux commands :   8

   (i)   man   (ii)   des

   (iii) find   (iv)   cat

   (b) (i) Write all the steps to add extra RAMs.   4

   (ii) Create short cuts for MS-Excel, MS-Word and MS-Power Point.   4

2. (a) Use a mail merge feature to send a letter to all your friends for inviting them to a function.   8

   (b) Create a 2-page document in 3 column format.   8

3. Create a workbook with columns name, enrolment Number, subject and grade. The following formula should be used for grading   16

   ≥ 80   - A

   ≥ 60 < 80 - B

   < 60   - C

   Marks column should be formatted with two decimal places. There should be atleast 10 records. Create a conditional format to highlight top 2 marks with red colour.

4. Create a power point on important features of spreadsheet : 16

    (a)   All slides should have a picture inserted into it

    (b)   Use different customized animation effect on pictures

    (c)   Write speaker notes for each slide

5. Do the following tasks in outlook : 16

    (a)   Write all the steps to get rid of junk mails

    (b)   Change the timing and location for already scheduled appointment

    (c)   Use a feature to send out a default message when you go on personal vacations/ holidays

―――

No. of Printed Pages : 2 | SET - 4 |

BACHELOR IN COMPUTER APPLICATIONS (BCA)
Term-End Practical Examination
June, 2013

00598

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. **20** marks are for **viva-voce**.
3. **Each** question is **compulsory**.

---

1. (a) Try to execute the following Linux commands and write down the results : **8**

   (i) find   (ii) diff

   (iii) ls   (iv) kill

   (b) (i) Write all the steps for partitioning hard disk **4**

   (ii) Display the sorted list of all files in your home directory **4**

2. (a) Design a flyer for a birthday party use different styles, fonts and effects to create. **8**

   (b) Create a newsletter in 3-column layout. Each page should have an outside border. The page should have a background column and footnotes for the above documents. **8**

3. (a) Create a workbook containing sale of computers (in thousands) in a particular city for 6 months in the form of a bar chart. **10**

   (b) Use Autofill feature to fill column C with even numbers and column D with odd numbers in your workbook. There should be at least 5 records. **6**

4. Create a presentation on Internet (min 5 slides) : **16**

   (a) Each slide should have a timer based transition

   (b) All slides should have slide notes

   (c) All the slides should follow same title style, same footer page number and date

5. Do the following terms in outlook : 16

   (a) Set up an alert on the desktop to notify whenever an e-mail arrives in your e-mail box from the University.

   (b) Add your own signature to the e-mail message

   (c) Write the steps for scheduling and rescheduling an event

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No. of Printed Page : **1**

BACHELOR IN COMPUTER APPLICATIONS (BCA)

Term-End Practical Examination

02124

December, 2013

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)   cat
        (iii) finger   (iv)   diff
    (b) Write all the steps for disk partitioning.   4
    (c) How do you change IP address of your machine ? Write all the steps.   4

2. (a) Create a 2 page document in 3-column format. In the first page you insert an   10
        image. Tight wrap the text around the image in the first page, add tables in the
        second page and change the background colour .
    (b) Create a table of contents and footnote 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. There is a discount of
    20% if the total purchase has exceeded Rs 3000. Apply formula for calculating total
    expenditure and discounts.

4. Create a power point presentation on the first year courses in BCA :   16
    (a) All the slides should have common design
    (b) Write speaker note for each slide
    (c) For each new slide transition there should be sound effect
    (d) Add a picture and show animation effects on it.

5. Using outlook e-mail to all students about the scheduled date of TEE (P) on BCSL-013   16
    on 10th January from 9 am to 3 pm.
    (a)   Add your own signature to the email message
    (b) Make a blind copy to yourself
    (c)   Setup a alert on the desktop to notify whenever has arrival
    (d) Also write all the steps for making yahoo group

No. of Printed Pages : **2**

SET - 2

BACHELOR IN COMPUTER APPLICATIONS (BCA)

Term-End Practical Examination   00741

December, 2013

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. ***20** marks are for **viva-voce**.*

3. ***All** questions are **compulsory**.*

---

1.   (a)   Execute the following Linux commands and write down the results :   **8**

     (i)   head   (ii)   cat

     (iii)   chmod   (iv)   w c

   (b)   Write all the steps for installing device drivers on your system.   **6**

   (c)   Write MAC address of your machine.   **2**

2.   Create a table of expenses for purchasing of newspapers and magazines. The workbook should show the list of items purchased every month from suppliers, cost of each item, discount given to the institution which is given as below :   **16**

> 10,000 - 20% discount Between Rs 100001 and Rs 25,000/ = − 30% discount

> 25001 - 35% discount if the payment is made on-line through credit-card additional 5% discount is given.

Appropriate formula should be used for calculating, totalling monthly expenditure, yearly expenditure and discount.

3.   Create a presentation on windows OS.   **16**

   (a)   All the slides should have proper heading and should have slide notes

   (b)   There should be timer based transition to another slide

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

   (d)   Write a speaker note for each slide.

4. Do the following tasks using outlook.   16

    You and your friends are planning for a picnic :

    (a) Make a schedule in the second week of June.

    (b) Add signature to e-mail message

    (c) Change the timing and venue for already scheduled appointment

    (d) Make a blind copy to yourself

5. (a) Design a flyer for a marriage party using different styles, fonts and effects.   8

    (b) Create a newsletter in 3-column layout. Each page should have an outside border.   8
         The page should be landscape oriented.

No. of Printed Pages : **2**

BACHELOR IN COMPUTER APPLICATIONS (BCA)

Term-End Practical Examination

00294

December, 2013

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. ***20** marks are for **viva-voce**.*

3. *All questions are **compulsory**.*

1. (a) Execute the following Linux commands : 6

    (i) man (ii) find

    (iii) more (iv) cmp

   (b) (i) Display a sorted list of all files in the home directory 6

    (ii) Create short cuts and Ms-Power Points 2

    (iii) Write all the steps to add extra RAMs 2

2. (a) Use a mail merge to send a letter to all your friends for inviting them to attend the inauguration of a seminar. 8

   (b) Create a two-page document in 2-column format. Build a table of contents for this document. Give your document a title which should be displayed in the header. 8

3. Create a workbook with column name, enrolement number, subject. The following formula should be used for grading. 16

   ≥ 80 - A grade

   ≥ 60 < 80 - B grade

   ≥ 50 < 60 - C grade

   < 50 - D grade

   All the names are in column A, stored in the format last name, first name use convert to text feature to separate first name and the last name. Marks column should be formatted with two decimal places. There should be at least 10 records.

4. Create a powerpoint slides on important features of Java (at least 5 slides)   **16**
   (a) All slides should have a picture inserted into it
   (b) Use different customized animation effect on pictures
   (c) Write speaker notes for each slide
   (d) Add sound effect for each new slide transition

5. Do the following tasks in outlook :   **16**
   (a) Write all the steps to get rid of Junk mails
   (b) Write all steps to create a new document in Google Docs
   (c) Use a feature to send out a default message when you go on holiday
   (d) Write all steps to create a Google group

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No. of Printed Pages : **2**   SET - 4

BACHELOR IN COMPUTER APPLICATIONS (BCA)

Term-End Practical Examination
00364
December, 2013

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. *20 marks are for viva-voce.*
          3. *Each question is compulsory.*

1. (a) Try to execute the following Linux commands and write down the results :   **6**

    (i)   des   (ii)   file

    (iii) head   (iv)   Pwd

    (b) (i)   Write all the steps for partitioning hard disks and adding extra RAMs   **6**

        (ii)   Display the name of all files with home directory which is smaller (in size) than 5 KB   **4**

2. Create a new document. Add confidential as the water mark. Add a table and an image from the sample picture. Resize both table and image to look it a bit bigger. Tight wrap 5 lines of text around the table and image. Add header and footer. The footer should have a page number.   **16**

3. Create a table of expenses for daily needs. The workbook will have two columns; name of items and expenditure in percentage. Create a pie chart for the same data. The chart should have a proper title, legends and labels.   **16**

4. Create a presentation on BCA program (minimum five slides)   **16**

    (a) Each slide should have a timer based transition

    (b) All slides should have slide notes

    (c) All the slides may have different title styles

    (d) Add picture to at least one slide and show animation effect.

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

    (a)   Set up an alert on the desktop to notify whenever an e-mail arrives in your e-mail box from the university.

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

    (c)   Write the steps for scheduling and rescheduling an event.

    (d)   Write steps for creating yahoo group.

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No. of Printed Pages : **2**

BACHELOR IN COMPUTER APPLICATIONS (BCA)

Term-End Practical Examination

June, 2014

02607

BCSL-013 : COMPUTER BASICS AND PC SOFTWARE LAB

Time allowed : 2 hours

Maximum Marks : 100
(Weightage : 50%)

Note : (i) *There are **five** questions, carrying **80** marks.*

(ii) **Each** *question is* **compulsory**.

(iii) **20** *marks are for **viva-voce**.*

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1. (a) Execute the following Linux commands and write down the results :   **8**

   (i) Cp (ii) History (iii) chmod (iv) who

   (b) Write all the steps for sharing file and folders in Unix OS.   **8**

2. Create the word document. The layout of headings, footer, table image should be given in the following format :   **16**

   TITLE

   Text

   _____ | Table |

   _____

   _____ | Image |
   _____

   Footer
   (Page Nos)

3. Create a new workbook containing teacher's salary for all twelve months and income   **16** tax paid by each. There should be at least five records. Use formulae to display the sum of twelve months of each teacher in a different column. Also use formulae to deduct, 20% of the total salary of each teacher towards income tax in a separate column.

4. Create a power point presentation for BCA programme, which should include the followings :   **16**

(a) All slides should have a picture inserted into it.

(b) Use different customized animation effect on picture.

(c) Write speaker notes for each slide.

(d) Add a sample video to at least one slide which can be run in full screen.

(**Note** : There should be at least 5 slides covering objectives. Important theory courses, practical courses, credits etc.)

5. Imagine that you are an instructor and want to reschedule your theory and practical classes on Data Structure Course.   **16**

You are required to fix time, book a classroom and other resources and inform all the students through an email for conducting the session.

(a) Write all the steps available in outlook to fulfill the scenario above.

(b) Set up an alert in the desktop to notify whenever email arrives in your email box.

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No. of Printed Pages : **2**

SET - 2

BACHELOR IN COMPUTER APPLICATIONS (BCA)

Term-End Practical Examination

00864

June, 2014

BCSL-013 : COMPUTER BASICS AND PC SOFTWARE LAB

Time allowed : 2 hours

Maximum Marks : 100
(Weightage : 50%)

Note :   *(i)*   *There are* **five compulsory** *questions.*

       (ii)   **Each** *question is of* **16** *marks.*

       (iii)   **20** *marks are for* **viva - voce**.

1.   (a)   Execute the following Linux commands and write down the results :   **8**

       (i)   tail   (ii)   cat   (iii)   who am i   (iv)   find

   (b)   Write all the steps for installing a network printer.   **8**

2.   Create a word document having image, table, heading, footer proper formatting and layout as shown below :   **16**

TITLE

Text

Image   _____

       _____

       _____

Table   _____

       _____

Footer
(Page Nos)

3.   Create a new workbook containing teacher's salary (monthly), income tax deduction @ 30% of the total salary per month and deduction of 500/- license fee for staying in the campus per month. There should be at least five records. Use formula for the tax deduction and total salary after deduction of income tax and license fee for twelve months in different column. It should be bold and underlined.   **16**

4. Create a power point presentation on data structure course highlighting important **16** topics, No. of counselling session (both theory and practicals) credits and importance of the course. It should have minimum five slides, which should have the following features :

- All the slides should have common design

- Write speaker notes

- For each slide you should have sound effect

- All slides should have a picture inserted into it

5. Suppose that you are an event organizer and want to organize some events for an **16** organisation. You are required to fix date, fix time, book venue and other resources, send invitation to guests.

   (a) Write all the options available in outlook to fulfill the above scenario.

   (b) Set up an alert on the desktop to notify about the date and time of the event.
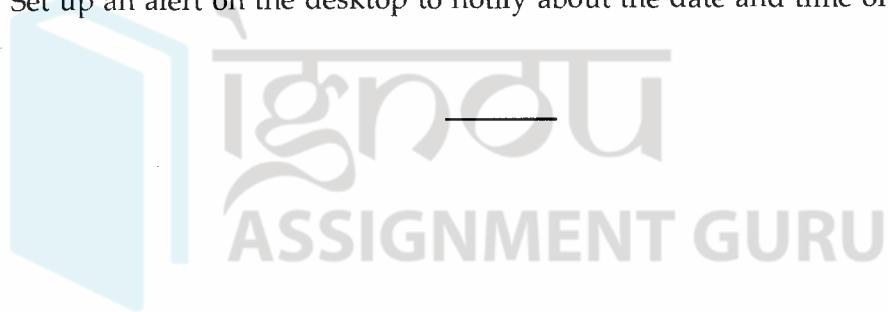
No. of Printed Pages : **2**

BACHELOR IN COMPUTER APPLICATIONS (BCA)

Term-End Practical Examination

00097

June, 2014

BCSL-013 : COMPUTER BASICS AND PC SOFTWARE LAB

Time allowed : 2 hours

Maximum Marks : 100
(Weightage : 50%)

Note :   *(i)*   *There are **five compulsory** questions, carrying **80** marks.*

        (ii)   ***20** marks are for **viva - voce**.*

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1.   (a)   Execute the following Linux commands and write down the results :   **8**

          (i)   pwd   (ii)   Cp   (iii)   grep   (iv)   tail

   (b)   (i)   Write steps for changing IP address of your machine.   **2**

          (ii)   Write all the steps for adding extra RAMs.   **6**

2.   (i)   Design a flyer for organising a workshop on how to prepare for assignment and synopsis for project. Add a picture in the centre of the flyer. Use different styles, fonts and effects.   **8**

   (ii)   Create a word document in 2 - column layout. Each page should have background colour and footnotes for the above document. The page should be landscape oriented.   **8**

3.   Create a presentation (at least five slides) on C++ course in BCA program. The presentation should cover basic objectives, important topics, No. of theory sessions, No. of practical sessions, job opportunities.   **16**

      •   All the slides should have common design

      •   For each slide transition you should have sound effect

      •   Add picture to at least one slide

4.   Create a new workbook containing house hold expenditure for six months which include electricity bill, water charge bill, telephone bill and other expenditure. There should be at least five records in each column, use formulae to take the sum of each type of expenditure and total monthly expenditure.   **16**

5. Write an e-mail to all BCA students on behalf of a program coordinator about orientation **16**
of the program. Use the following features :
- Mark the e-mail to different recipients.
- Mark a blind copy to yourself.
- Mark your own signature to the e-mail message.

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No. of Printed Pages : **2**

SET - 4

BACHELOR IN COMPUTER APPLICATIONS (BCA)

Term-End Practical Examination

June, 2014

00867

BCSL-013 : COMPUTER BASICS AND PC SOFTWARE LAB

Time allowed : 2 hours

Maximum Marks : 100
(Weightage : 50%)

Note : (i) There are **five compulsory** questions.

(ii) **Each** question carry **16** marks.

(iii) **20** marks are for **viva-voce**.

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1. (a) Execute the following Linux commands :   8

    (i)   cat   (ii)   diff   (iii)   date   (iv)   more

   (b) Write steps for installing network printer.   8

2. (a) Create a 3 page document in 3 - column format. In the first page you insert an image and in the remaining pages add tables.   10

   (b) Create a table of contents and footnotes for the above documents.   6

3. Create a presentation on Computer Basics and PC Software Lab course. The presentation should cover basic objectives, important topics, No. of theory and practical courses, No. of credits etc.   16

   • All slides should have a picture inserted into it

   • Use different customized effect on picture

   • Add a sample video to at least one slide which can be run in full screen

4. Create a workbook containing a size of sales of an automobile of a particular brand in 20 states in percent of the total sales in the country.   16

5. Do the following tasks using outlook : 16

   (a) Make an appointment for conducting an assignment viva - voce and make it reoccur every 1ˢᵗ and 3ʳᵈ Friday 3pm

   (b) Send the mail with your signature in this effect to all students

   (c) Make a blind carbon copy to yourself

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No. of Printed Pages : 2   **BCSL-013(P)/S1**

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

00867

BCSL-013(P)/S1 : COMPUTER BASICS AND PC SOFTWARE LAB

Time : 2 Hours   *Maximum Marks : 100*

(Weightage : 50)

Note :
- (i)   There are **five** questions carrying 80 marks.
- (ii)   All questions are **compulsory**.
- (iii)   20 marks are for viva-voce.

1.   (a)   Execute the following Linux commands and write down the results.   6
   - (i)   du
   - (ii)   cat
   - (iii)   pwd
   - (iv)   who am i

     (b)   (i)   Write the steps for installing a device driver.   5

           (ii)   How would you change IP address of your machine ? Write all the steps.   5

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

Title

Text about

Image

Image
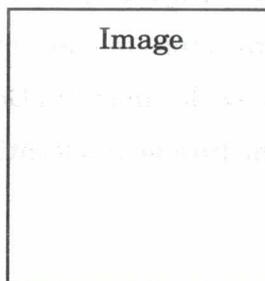
Footer

(Page No.)

(b) Use a MailMerge to send a letter to all your friends about the December examination schedule. *8*

3. Create a workbook containing students' name, enrolment no., TEE (T), TEE (P) and assignment marks. *16*

Max. marks of TEE (T) – 60 marks

Max. marks of TEE (P) – 15 marks

Max. marks of Assignment – 25 marks

The students have to score a minimum 40% in each component of the subject to pass the subject.

For scoring A, a student has to get 75% and above.

For scoring B, a student has to score between 60% and 75%.

For scoring C, a student has to get between 40% and 60%.

Below 40% students will be graded as D.

There should be at least 10 entries (records). Apply formulae for total percentage grading and status (Pass/Fail). Show the percentage of passing students in different grades (A, B, C, D) a using pie chart.

4. Create a PowerPoint presentation (minimum five slides) on a Computer Fundamental course. *16*

- All slides may have different designs with proper headings and slide notes.

- Add a video to the first slide which can run in full screen option.

- Incorporate timer based transaction.

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

(a) Write all the steps to get rid of junk mails.

(b) Write all the steps to maintain Contact and Address books.

(c) Create a new document in Google Docs.

(d) Change the timing and location for a scheduled appointment.

No. of Printed Pages : 2

BCSL-013(P)/S2

BACHELOR OF COMPUTER APPLICATIONS (Revised)
(BCA)

02634

Term-End Practical Examination
December, 2014

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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No. of Printed Pages : 2

BCSL-013(P)/S3

BACHELOR OF COMPUTER APPLICATIONS (Revised) (BCA)

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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No. of Printed Pages : 2

BCSL-013(P)/S4

00424

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

BCSL-013(P)/S4 : COMPUTER BASICS AND PC SOFTWARE LAB

Time : 2 Hours   *Maximum Marks : 100*

Note :   *(i)*   *There are **five** questions carrying 80 marks.*

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

       (iii)   *20 marks are for viva-voce.*

1. (a) Execute the following Linux commands and write down the results :   8

     (i) cp

     (ii) grep

     (iii) who am i

     (iv) more

   (b) (i) How do you find missing documents in Linux ?   2

       (ii) How do you change date and time ?   2

       (iii) Write all the steps to install RAMs in your system.   4

2. (a) Use a MailMerge to send a letter to all academic counsellors about the book exhibition to be held in the last week of October at a particular study centre.   8

   (b) Design a flyer for the book exhibition using different styles, fonts and effects.   8

3. Create a workbook containing monthly sales of mobile phones (in lacs) in six States. Apply formulae for showing total sales of mobile phones, total sales in each State in a year and percentage of sales of the total sales in each State. Also use bar chart and pie chart to show the statistics.   16

4. Create a PowerPoint presentation on BCA program highlighting the important Computer Science theory and practical courses, Humanities courses and types of projects. *16*

   - Add pictures to all the slides.

   - Insert one video to at least one slide and show animation effect.

   - Incorporate timer based transition at each slide.

   - Add sound effect in each slide.

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

   (a) Change the timing and location for an already scheduled appointment.

   (b) Write all the steps to create a group in Google Groups.

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

   (d) Mark a blind carbon copy of the email to yourself.

No. of Printed Pages : 2 | **BCSL-013(P)/S1**

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

01623

BCSL-013(P)/S1 : 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)   diff
   - (ii)   chmod
   - (iii)   tail
   - (iv)   cmp

   (b)   (i)   Write the steps for formatting hard disk.   **5**

          (ii)   How would you change IP and MAC address of your machine ?   **5**

2.   (a)   Create a standard letter using a mail-merge feature to inform all your friends regarding the last date of submission of assignments. You are requested to create a database of your friends. Add "urgent" as watermark in your letter.   **10**

   (b)   Create a new document. Add a table and an image. Resize both the table and the image to look bigger. Add a header and a footer.   **6**

3.   Create a workbook containing monthly sales of smartphones of two brands through a bar graph. Also show monthwise sales (in percentage) of each brand of the total sales through a pie chart.   **16**

4.   Create a PowerPoint presentation (minimum five slides) on the important features of Word. The presentation should have the following features :   **16**

   - All the slides should have common design with proper heading and slide notes.

   - For each slide you should have sound effect.

   - All slides should have picture inserted into it.

5. Using Outlook, email to your program coordinator for uploading the practical assignments for January to June sessions. Use the following features : *16*

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

(b) Make a blind copy to yourself.

(c) Set up an alert on the desktop to notify whenever e-mail has arrived from the coordinator.

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BCSL-013(P)/S2

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

0077

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) *Rest 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) cmp
   - (iii) more
   - (iv) history

   (b) (i) Display a sorted list of all files in the home directory.   4

   (ii) Write all the steps to add extra RAMs in your computer.   4

2. (a) Design a flyer for your study centre. Use different styles, fonts and effects.   10

   (b) Create a document. Add a table (of size 4×7) to the document. Resize to make it smaller.   6

3. Create a workbook containing Statewise status of unemployed youth enrolled through employment exchange in six States of the country in a year. It contains the following data with the exchange :

   - Number of graduate students (female)
   - Number of graduate students (male)
   - Number of post-graduate students (female)
   - Number of post-graduate students (male)

   All data is in thousands. Using a bar graph, show the unemployment status of each category in every State.

   Using pie chart, show the percentage-wise status of unemployment in each State.   16

4. Create a PowerPoint presentation (minimum five slides) on Unix operating system. The presentation should have the following details : *16*

- Each slide should have sound effect.
- Use different customization and animation effects.
- All slides should have picture associated with it.

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

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

(b) Write all the steps to get rid of junk mails.

(c) Set up an alert on the desktop to notify whenever an e-mail has arrived from the program coordinator.

No. of Printed Pages : 2 | BCSL-013(P)/S3

BACHELOR OF COMPUTER APPLICATIONS (Revised) (BCA)

00923 **Term-End Practical Examination**

June, 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 and write down the results :   8

        (i)   find

        (ii)   man

        (iii)   grep

        (iv)   whoami

   (b)   (i)   List the use of function keys F5, F6 and F7.   3

        (ii)   Write MAC and IP address of your machine.   2

        (iii)   Display the names of all files with home directory which is bigger than 5 KB.   3

2.   (a)   Create a one-page newsletter in 2-column format. Each page should have an outside border, background colour and foot notes for the above document. Add "confidential" as watermark.   10

   (b)   Build a table of contents for the above document. Make a title for your document which should be displayed as header.   6

3. Create the workbook containing the following data of 12th Board examination of each State (total six States) :

(a) Number of boy students who appeared

(b) Number of girl students who appeared

(c) Number of successful boy students

(d) Number of successful girl students

Assume that figures are in thousands. Apply formulae for the total number of boy students, girl students, successful boy students, successful girl students and pass percentage of each category in every State and show the result through bar graph and pie chart. *16*

4. Create a PowerPoint presentation on your program centre. There should be minimum five slides. The presentation should have the following features : *16*

- All slides should have a different design layout with a proper heading.

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

- For each new slide transition there should be sound effect.

5. You and your friends are planning for a picnic. Do the following tasks using Outlook : *16*

(a) Make a schedule in the last week of December.

(b) Add signature to the e-mail message.

(c) Change the timing and venue for already scheduled appointment.

(d) Write all the steps to get rid of junk mails.

No. of Printed Pages : 2 | **BCSL-013(P)/S4**

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

00223

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**.*

1. (a) Execute the following Linux commands and write down the results : *8*

  (i) find

  (ii) df

  (iii) ls

  (iv) tail

  (b) (i) How do you find missing documents in Linux ? *2*

  (ii) Write all the steps for disk partitioning. *4*

  (iii) How do you change date and timing ? *2*

2. (a) Create a newsletter in 3-column layout. Each page should have an outside border. The page should be landscape oriented. *8*

  (b) Design a flyer for book exhibition using different styles, fonts and effects. *8*

3. Create a table of expenses for purchasing of technical books and magazines. Column A should have the names of the books and magazines, whereas Column B should indicate the number of books and magazines purchased for those titles. Column C should have cost for each book and magazine. Column D should have formula for multiplying cost of each book and magazine by its numbers. D10 should have formula for totalling the cost of all books and magazines. D13 should have formula for giving discount to the university (i.e. 15% on each book title and 10% on each magazine). D15 should show the total cost of all the books and magazines after discount. *16*

4. Create a PowerPoint presentation on Linux Operating System. There should be minimum five slides. The presentation should have the following features : *16*

   • All the slides should have proper heading and should have slide notes.

   • There should be timer based transition to another slide.

   • 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 group in Google Groups.

   (b) Change the timing and location for an already scheduled appointment.

   (c) Write all the steps to create a new document in Google Docs.

No. of Printed Pages : 2 | **BCSL-013(P)/S1**

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

03989

BCSL-013(P)/S1 : 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 :   *10*

       (i)   pwd

       (ii)   grep

       (iii)   tail

       (iv)   cat

       (v)   diff

   (b)   Write all the steps for installing device drivers on your system.   *6*

2.   Create a word document having image, table, heading and footer with proper formatting and layout as given below :   *16*

TITLE

Text (about image)

| Image | ———— |
| | ———— |

| Table | ———— |
| | ———— |

Footer

(Page Nos.)

3. Create a worksheet below. Type in the labels, the student numbers, the test results (which are out of 100) and the test weights. The total marks and the class averages for each test must be calculated. The class average for test 1 is simply the average of the marks obtained in that test. While calculating the total marks you must use the test weights. The first and the second tests are worth a quarter (0·25), while the third, a half. *16*

	A	B	C	D	E
1	First Semester Results				
2	Student	Test 1	Test 2	Test 3	Total
3	1	40	50	55	
4	2	50	60	65	
5	3	55	65	70	
6	4	60	70	55	
7	5	55	65	65	
8	Class average				
9	Test weightage	0·25	0·25	0·5	

4. Create a PowerPoint presentation on Computer Basics and PC Software Lab which should include objectives of the course, important topics, etc. : *16*

   (a) All the slides should have a common design.

   (b) Write speaker note for each slide.

   (c) Add a picture and show animation effect on it for at least one slide.

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

   (a) Create a contact list of five persons which should have name, email ID and profession of each person.

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

   (c) Create an appointment to your calendar for 9:00 AM – 11:00 AM, 26th October, Monday, titled "Discussion on Practical Examination".

No. of Printed Pages : 2

BCSL-013(P)/S2

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

00579

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)   *Rest 20 marks are for viva-voce.*
(iii)   *All questions are **compulsory**.*

1.   (a)   Execute the following Linux commands :   8
   (i)   finger
   (ii)   find
   (iii)   chmod
   (iv)   wc

   (b)   Write all the steps for disk partitioning.   4

   (c)   Display a sorted list of all the files in your home directory.   4

2.   (a)   Create a 2 page document in 3-column format. In the first page you insert an image and tight wrap the text around the image. Add a table in the second page.   10

   (b)   Create a table of contents and a footnote for the above document.   6

3.   You are looking to buy a car. You are considering two options : to buy a second-hand car and keep it for 10 years or to buy a new car and keep it for 4 years. The depreciation per year is simply the difference between the initial cost and the resale price divided by the number of years. The total running cost per year is the sum of services/repair cost, the fuel cost per year (miles per year multiplied by fuel cost per mile), the tax and the insurance. You are supposed to calculate the average depreciation per year, fuel cost per year and the total running cost for both the options.

The worksheet is given below : 16

	A Car Purchase Option	B	C
1			
2		Option 1 (₹)	Option 2 (₹)
3	Initial Purchase Cost	2,00,000	4,00,000
4	Resale price	75,000	2,00,000
5	Years	10	4
6	Average depreciation per year		
7	Running cost		
8	Services/repair per year	7,000	3,000
9	Miles per year	5,000	5,000
10	Fuel cost per mile	15	10
11	Fuel cost per year		
12	Tax	1,000	1,000
13	Insurance	2,000	2,000
14	Total running cost		

4. Create a PowerPoint presentation on a Personal Computer (at least 5 slides) : 16
   (a) All the slides should have proper heading and slide notes.
   (b) Add a video to at least one slide which can be run.
   (c) Add a picture to at least one slide and show the animation effect.

5. Do the following tasks in Outlook : 16
   (a) Write all the steps to form a Yahoo group.
   (b) Change the timing and venue for an already scheduled appointment.
   (c) Add signature to email message.
   (d) Write all the steps to get rid of all junk email messages.

—————

No. of Printed Pages : 2

BCSL-013(P)/S3

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.
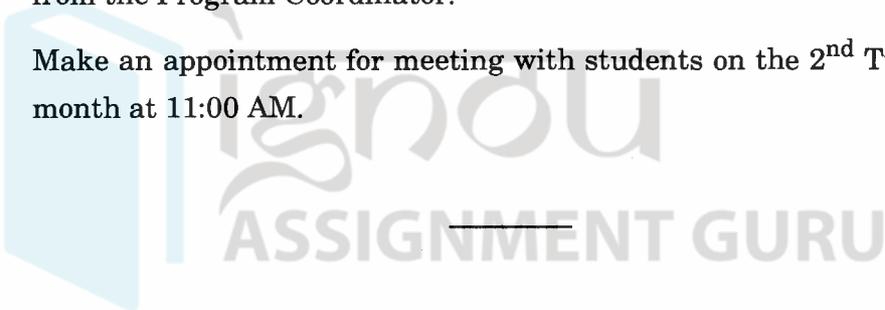
No. of Printed Pages : 2

BCSL-013(P)/S4

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

☐☐☐☐39

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**.

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

   $a^3 b^3 c^3$

   $A_3 B_3 C_3$

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.
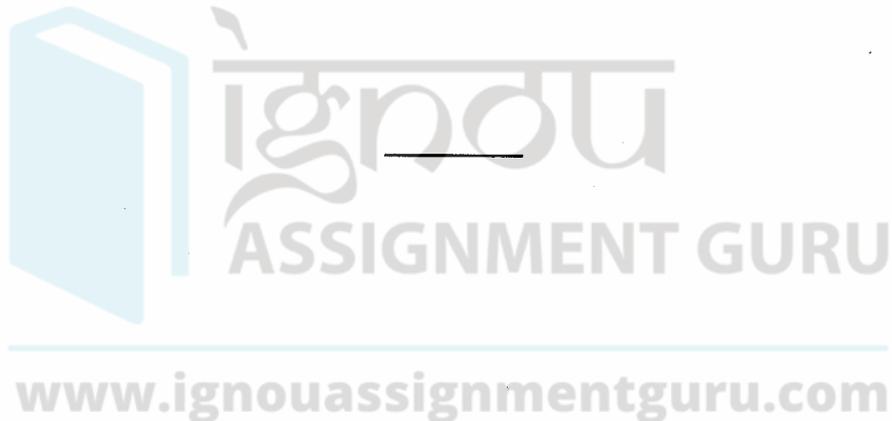
No. of Printed Pages : 2

BCSL-013 - Set - 1

BACHELOR OF COMPUTER APPLICATIONS (BCA)
(Revised)

Term-End Examination

June, 2016
01238

BCSL-013 - Set - 1 : 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) Write a shell script to print number of users who currently logged-in, current **10**
date and time.

   (b) Execute the following Linux commands : **6**

   (i) chmod (ii) cmp (iii) dir

2. Create a word document having an image, heading and footer with proper formatting **16**
as given below :
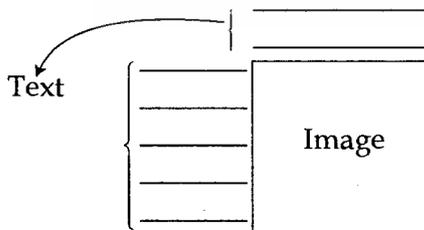
3. Below are the details of travel expenses for the month of May on weekly basis by sales **16**
representatives of a company. You are required to create a spreadsheet in appropriate
format for the sample labels and data. Centre the spreadsheet heading "Travel expenses
for May".

	A	B	C	D	E	F	G	H
1	Travel Expenses for May							
2	Sales Representative IDs	1st week (km)	2nd week (km)	3rd week (km)	4th week (km)	Total km	Amount Due (₹)	
3	SP 001	150	200	220	100			
4	SP 002	160	130	170	150			
5	SP 003	170	150	140	160			
6	SP 004	140	170	130	160			

Create formulae for calculating total kms travelled by each sales representative and the amount due to them and display the result on the basis that each representative is reimbursed ₹ 10/- per km.

4. Create a PowerPoint presentation on Linux operating system (objective, important commands, etc) which should include the followings : **16**

(a) All slides should have a picture inserted into it.

(b) Write speaker note for each slide.

(c) Add a sample video to at least one slide which can be run in full screen.

5. Imagine that you are an instructor and want to reschedule your assignment viva-voce and practical classes on BCSL - 013. **16**

You are required to fix time, book a classroom and other resources and inform all the students through an e-mail for conducting the session.

(a) Write all the steps available to outlook to fulfill the scenario above.

(b) Set up an alert in the desktop to notify whenever email arrives in your e-mail box.

_____

BACHELOR OF COMPUTER APPLICATIONS (BCA)
(Revised)

Term-End Examination

00150

June, 2016

## BCSL-013 - Set - 2 : 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.
   (iv) Each question is of 16 marks.

1.   (a) Write a shell script that multiplies three numbers entered through command line arguments and if three numbers are not entered, it should output an error message.   **10**

     (b) Execute the following Linux commands :   **6**

        (i)   grep   (ii) more   (iii) man

2.   (a) You are to create your own personal letterhead. It must include :   **16**
- Your name
- Your address, include City, State, Street, Pincode
- Your mobile number
- Your e-mail
- Your website URL (if you have one)
- Some graphics that pertain to you (Pick up from some folders)

     (b) The placement/location of items should be done as follows :
- Name should be in the centre
- Address should be at the left
- Mobile, URL, graphics at the right side

     (c) Letterheads must extend no more than 2 inches from the top of the page.

     (d) Display the ruler bar and adjust the vertical ruler to the top of the page.

3. Below are the details of the number of road accidents in one country during 1995. You are required to calculate total, percent of weekdays and weekends. Write appropriate formulae for each calculation. **16**

Road Accidents during Weekday and Weekends in 1995.

Weekdays			Weekends	
Time of the day	Number	Percent	Number	Percent
9 A.M. - 10 A.M.	180	-	400	-
10.30 A.M. - 11.30 P.M.	142	-	200	-
12.30 P.M. - 1.30 P.M.	300	-	250	-
2.30 P.M. - 3.30 P.M.	250	-	300	-
4 P.M. - 6 P.M.	300	-	400	-
7 P.M. - 9 P.M.	190	-	200	-
Total	-	-	-	-

You are required to create a spreadsheet in appropriate format for the sample labels and data and do all calculations as indicated above.

4. Create a PowerPoint Presentation on Outlook (min.-5 slides) **16**
   (a) All the slides should have proper heading and slide notes.
   (b) Add a picture to at least one slide and show the animation effect.
   (c) Each slide should have timer based transition.

5. Imagine that you have to organize a party at a nearby restaurant on the birthday. You are required to book a restaurant at fix time, send mail to all your guests. **16**
   Write all the steps available in Outlook to fulfill the scenario above.

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BCSL-013 - Set - 3

BACHELOR OF COMPUTER APPLICATIONS (BCA)
(Revised)

Term-End Examination   00148

June, 2016

BCSL-013 - Set - 3 : COMPUTER BASICS AND PC SOFTWARE LAB

Time : 2 hours   *Maximum Marks : 100*

Weightage : 50

Note : (i) *There are five questions carrying 80 marks.*

(ii) *Twenty marks are for viva-voce.*

(iii) *All questions are compulsory.*

(iv) *Each question carry 16 marks.*

1. (a) Write a shell script to print number as 5 4 3 2 1   **10**
using while loop.

    (b) Execute the following Linux commands :   **6**
(i) date   (ii) cmp   (iii) head

2. Design a flyer for birthday party using different styles, fonts and effects.   **16**

3. Below are the details of weekly income and expenditure data. You are required to   **16**
create a spreadsheet in appropriate format for the sample labels and data and create
formulae to calculate total of total expenses, income and profit columns as well as
profit (Income − total expenses) and total expense value (expenses − refund) and
display results.

Weekly Income and Expenditure data.

Week	Expenses (₹)	Refund (₹)	Total expenses (₹)	Income (₹)	Profit (₹)
1st Week	550.00	50.00	-	800.00	
2nd Week	750.00	60.00	-	900.00	
3rd Week	1000.00	100.00	-	1500.00	
4th Week	2000.00	150.00	-	3000.00	
		Total	-	-	

4. Create a PowerPoint presentation on important features of MS-Word features   **16**
    (Minimum five slides)

    (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 run

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

    (a) Create a contact list and add a new contact in the contact list.

    (b) Write all the steps to form a Yahoo group

    (c) Add signatures to the email message

    (d) Write all the steps to create a new document in Google Doc

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No. of Printed Pages : 2

BACHELOR OF COMPUTER APPLICATIONS (BCA)
(Revised)

Term-End Examination   00218

June, 2016

BCSL-013 - Set - 4 : 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) *Each question is* **compulsory.**

(iv) *Each question carries 16 marks.*

---

1. (a) Write a shell script to print the numbers as 1   3   5   7   9   **10**
   using while loop.

   (b) Write all the steps for partitioning hard disks.   **6**

2. Use a mail merge application to send a letter to all your friends for inviting to attend a   **16**
   birthday party.

3. Below are the details of income and expenses for five months of an organization. You   **16**
   are required to create a spreadsheet in an appropriate format for the sample labels
   and data and calculate total expenses and saving for every month. Income, fixed
   expenses and variable expenses in every month will increase @ 10%, 5% and 5%
   respectively of the previous month. Write formulae for each calculation, centre the
   heading of the spreadsheet "Income and Expenses."

   "Income and Expenses"

	January	February	March	April	May
Income	2000				
Fixed Expenses	500				
Variable Expenses	350				
Total Expenses					
Savings					

Note : You are required to create formulae for total expenses, savings for every month and income, fixed expenses and variable expenses for Feb to May.

4. Create a PowerPoint Presentation on the objectives of the first year Lab Courses **16** (minimum 5 slides)

   (a) Each slide should have timer based transition

   (b) All slides should have slide notes

   (c) Add a video to one slide and run it

   (d) Add a relevant picture to each slide and show animation effect

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

   (a) Make an appointment for meeting course coordinators on Monday, Wednesday and Friday between 2 P.M. to 7 P.M. every week and set the reminder.

   (b) Write all the steps to get rid of junk mails.

   (c) Change the timing and location for an appointment in the contact list

No. of Printed Pages : 2

BACHELOR OF COMPUTER APPLICATIONS (Revised) (BCA)

Term-End Practical Examination

December, 2016

02313

BCSL-013(P)/S1 : 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) Write a Shell Script to display date, time, number of users logged in and the current directory.　　10

   (b) Execute the following Linux commands :　　6
      (i) cat
      (ii) finger
      (iii) diff
      (iv) wc

2. Create a new document. Add a table and an image to the document. Resize both the table and the image to make it look bigger. Add two lines of a text for the picture and the table. Tight wrap the text around the image and the table. Add 'confidential' as the watermark. Add a header and a footer to the document. The footer should have a page number.　　16

3. Create a spreadsheet to calculate percentage change between the last month's sales and this month's sales for the following data :　　16

Salesperson ID	Last month's sales (in ₹)	This month's sales (in ₹)	% change
SPID1	75,000·00	50,000·00	
SPID2	55,000·00	57,000·00	
SPID3	65,000·00	70,000·00	
SPID4	80,000·00	85,000·00	
Total	–	–	–

4. Create a PowerPoint presentation on the "Importance of DBMS as a subject". There should be minimum five slides. *16*

 (a) All slides should have proper headings and should have slide notes.

 (b) Write speaker note for each slide.

 (c) There should be timer-based transition to the next slide.

 (d) Add a video note for each slide.

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

 (a) Make an appointment for conducting a project viva-voce and make it reoccur every last Saturday of the month between 10:30 AM to 5 PM.

 (b) Send the mail with your signature in this effect to all students.

 (c) Make a blind copy to yourself.

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No. of Printed Pages : 2

BACHELOR OF COMPUTER APPLICATIONS (Revised) (BCA)

00993

Term-End Practical Examination

December, 2016

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)　*Rest 20 marks are for viva-voce.*

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

1.　(a)　Write a Shell Script which does the following :　　10

(i)　List all the files and directories in the current directory.

(ii)　List all the jpeg files in the current directory.

(iii)　List all the jpeg files.

　　(b)　Write all the steps for formatting hard disk.　　6

2.　Create a newsletter in a three-column layout. Each page should have an inside border. The page should have a page number and date. Add 'standard' as watermark in all the pages of the newsletter. Each page of the newsletter should have a background colour and footnotes.　　16

3. Create a worksheet for the following data :

Monthly Expenditure Details		
Expenses	Amount (₹)	Percentage of Total Expenses
Rent	10,000·00	
Groceries	15,000·00	
Internet	2,000·00	
Newspaper	500·00	
Tuition fee	3,000·00	
Total expenses		

Type in the spreadsheet and format it to look like the above sample. Create formulae for total expenses and percentage of total expenses. Centre the spreadsheet heading "Monthly Expenditure Details". *16*

4. Create a PowerPoint presentation (minimum five slides) on the "Important activities at your program centre". The presentation should have the following features : *16*

(a) For each new slide transition there should be a sound effect.

(b) At least one slide should have a picture associated with it and show animation effect.

(c) All slides should have common design with proper heading and slide notes.

5. Imagine you are an instructor and want to schedule your project viva-voce. You are requested to fix the time, book a classroom and other resources and inform students through an email for conducting the session.

(a) Write all the options available in Outlook to fulfil the scenario above.

(b) Set up an alert in the desktop to notify whenever an email arrives in your mailbox from a student. *16*

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BCSL-013(P)/S3

BACHELOR OF COMPUTER APPLICATIONS (Revised) (BCA)

Term-End Practical Examination

December, 2016

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) Write a Shell Script to print numbers 1 to 20 using while loop.   **10**

    (b) Execute the following Linux commands :   **6**

      (i) date

      (ii) df

      (iii) grep

      (iv) man

2. Use Mail Merge to send a letter to all your friends for inviting them to attend the inauguration of a seminar. Create a database of all your friends.   **16**

3. Below are the details of total admissions in a class and students' attendance in lectures in a month. You are required to create a spreadsheet in appropriate format for the sample labels and data and also create formulae for percentage of students' attendance and percentage of absentee students. Also centre the heading of the spreadsheet "Monthly Attendance". *16*

Monthly Attendance

Class	Total Admissions in the Class	Students' Attendance	% of Attendance	% of Absentees
Science	100	100		
Math	57	15		
Literature	80	60		
IT	100	85		
Biology	70	40		

4. Create a PowerPoint presentation on BCA Program (minimum five slides) which should include the following details : *16*

   (a) Objectives of the program.

   (b) Minimum and maximum duration of the program.

   (c) List of theory courses in the first semester.

   (d) List of practical courses in the first semester.

   (e) List of Programming courses.

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

   • Create a contact list and add a new contact in the contact list.

   • Write all the steps to form a Yahoo group.

   • Add a new appointment to your calendar.

   • Set up an alert on the desktop to notify whenever an email arrives in your email box from the University.

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No. of Printed Pages : 2

BCSL-013(P)/S4

BACHELOR OF COMPUTER APPLICATIONS (Revised) (BCA)

Term-End Practical Examination

December, 2016

01973

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**.*

1. (a) Write a Shell Script to say Good Morning/Afternoon/Evening as you log on in the system. **10**

  (b) Execute the following Linux commands : **6**
    (i) chmod
    (ii) cmp
    (iii) dir
    (iv) grep

2. Design a flyer for organizing a placement drive using different styles, fonts and effects. **16**

3. Below are the details of percentage increase of prices of certain products. You are required to create a spreadsheet in appropriate format for the sample labels and data and create a formula for a new price. Centre the heading of the spreadsheet as "Revised Cost of Products". **16**

Revised Cost of Products

Product	Prices (₹)	% increase	New Price (₹)
P1	700·00	20%	—
P2	800·00	30%	—
P3	900·00	40%	—
P4	450·00	10%	—
P5	1,000·00	20%	—

4. Make a PowerPoint presentation (minimum five slides) on BCSL-013 course. It should include the following details : *16*

   (a) Objective of the course

   (b) List of topics in PowerPoint

   (c) List of topics in Excel

   (d) List of topics in Word

   (e) List of topics in Outlook

5. Imagine that you are to organize an event on a particular festival day. You need to fix the time, book a place or other resources for organizing the event, create a contact list and send invitation to people.

   Write all the options available in Outlook to fulfil the scenario above. *16*

BACHELOR OF COMPUTER APPLICATIONS (Revised) (BCA)

Term-End Practical Examination

01045

June, 2017

BCSL-013(P)/S1 : 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)   Write a script that accepts an integer from the user and determines whether the integer is zero, –ve, an odd or an even number.   *10*

(b)   Execute the following Linux commands :   *6*

(i)   chmod

(ii)   cmp

(iii)   dir

(iv)   grep

2.   (a)   You are required to create your own personal letterhead. It must include on the left side (topmost) :   *10*

• Name, Address (city, state, pin-code)

• email id, website and mobile number should be located at the rightmost corner

• Add graphic(s) in the centre of the letterhead which pertains to you

(b)   Create a newsletter in 2-column format. Each page should have an outside border and be landscape oriented. The footer should have a page no. and date.   *6*

3. Create a PowerPoint presentation on academic activities of your study centre (minimum five slides) which should include activities related to theory and practical classes, viva-voce exams, or any other similar activities.   *16*

   - All the slides should have common design.
   - Write Speaker note for each slide.
   - There should be sound effect while moving from one slide to another slide.
   - Add a video to the last slide which can be run in full screen option.

4. Create a workbook for purchasing library books. Column A should have names of books, Column B should have number of books purchased for that title, Column C should have formula for multiplying cost of each book by the number of titles. D10 should have the formula for totalling the cost of all the books. D12 should have the formula for giving discount :

   - Purchase of more than 1 lac – 15%
   - Between 25 thousand and 1 lac – 10%
   - Less than 25 thousand – No discount

   D14 should have the formula for totalling the cost after the discount.   *16*

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

   - Make a schedule for faculty meeting from 11 AM to 1 PM during 2nd and 4th week of the month.
   - Set up an alert on the desktop to notify about the meeting timing.
   - Send a mail in this effect to all faculty members.
   - Add your signature to the email message.

   ———

BCSL-013(P)/S2

BACHELOR OF COMPUTER APPLICATIONS (Revised)
(BCA)

Term-End Practical Examination

June, 2017

□□555

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)   *Rest 20 marks are for viva-voce.*

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

1.   (a)   Write a shell script which allows the users to input two strings and checks whether one of the strings is null, both strings are equal and non-equal.   *10*

     (b)   Execute the following Linux commands :   *6*

        (i)   find

        (ii)   diff

        (iii)   who am i

        (iv)   date

2.   You have been asked by a coordinator of your program centre to write a common letter to inform all BCA students about TEE (both theory and practicals) dates. You are requested to use Mail-Merge to generate the standard letter. Create a database of five students.   *16*

3.   Create a PowerPoint presentation (minimum five slides) on the important features of Excel. The presentation should have the following features :   *16*

- All the slides should have common design with proper heading and slide notes.

- All the slides should have some Excel pictures inserted into it.

- For each slide you should have sound effect.

4. You and your friends are planning to attend a summer training program for two months duration in an industry which requires many activities to be completed :

   - Making a two months schedule for the activities to be done in the industry.
   - Sending the email message to training in-charge of the industry with your signature.
   - Sending the email message with your institute's signature.
   - Taking appointment with the concerned authorities.

   Use Outlook's features to fulfil the scenario. *16*

5. Create the following workbook containing students award list :

Subject	TEE	Assignment	Practical	Total	Status
S1	60	15	10	–	
S2	50	20	12	–	
S3	40	15	11	–	
S4	30	12	13	–	
S5	70	14	15	–	

   Apply formula for total and status of pass/fail. If the candidate has received less than 40% in each component (TEE, theory, assignment and practical examination), his/her status is FAIL otherwise he/she has PASS status. *16*

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No. of Printed Pages : 2

BCSL-013(P)/S3

BACHELOR OF COMPUTER APPLICATIONS (Revised) (BCA)

Term-End Practical Examination

00315

June, 2017

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) Write a shell program to generate all combinations of 1, 2, 3.   10

    (b) Execute the following Linux commands :   6
        (i)   grep
        (ii)   more
        (iii) we
        (iv)   date

2. Create a new document. Add an image from the sample picture. Add five lines of text to the document for the picture. Tight wrap the text around the image. Add confidential as watermark. Add a header and a page number.   16

3. Make a PowerPoint presentation on the important features of Linux operating system (minimum five slides) :   16
    (a) There should be timer based transition to the next slide.
    (b) All slides should have pictures related to the OS and the text should be accordingly adjusted.
    (c) A slide should have animation effect.
    (d) All slides should have common design with proper heading and slide notes.

4. You are required to take appointment with your final year project guide which includes the following activities :

- Sending email request with your signature to your guide.

- After obtaining the time slot, add a new appointment to your calendar.

- Book a resource (computer, room) for discussion.

Write all the options available in Outlook to fulfil the scenario above. *16*

5. Below are the details of income and expenses for five months of an organisation. You are required to create a spreadsheet in an appropriate format for the sample labels and data and calculate the total expenses and savings for every month. Income, fixed expenses and variable expenses will increase @ 5%, 10%, 15% respectively. Write formulae for each calculation, centre the heading of the spreadsheet "Income and Expenses". *16*

"Income and Expenses"					
	January	February	March	April	May
Income	5000				
Fixed Expenses	1000				
Variable Expenses	575				
Total Expenses					
Savings					

BACHELOR OF COMPUTER APPLICATIONS (Revised)
(BCA)

Term-End Practical Examination

00905

June, 2017

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**.*

1. (a) Write a shell script that determines whether the file exists in the home directory.   *10*

    (b) Write all the steps for partitioning hard disk.   *6*

2. (a) Use Mail-Merge feature to send a letter to all your friends inviting them to the birthday party.   *8*

    (b) Create a 2-page document in 3-column format. Build a table of contents for the document. Give a title to your document.   *8*

3. Create a PowerPoint presentation (minimum five slides) on the important features of C-Programming language :   *16*

    (a) All the slides should have a common design format.

    (b) Write speaker note for each slide.

    (c) Add sound effect for each new slide transition.

    (d) Add a picture to one slide and show its animation.

4. You are requested to organize an event to celebrate Diwali. You are required to fix time, book a venue and other resources, fix appointment with the concerned persons for organizing this event, send an email and message to the concerned persons with your signature, etc.

   Write all the options available in Outlook to fulfil the above scenario. *16*

5. Below are the details of travel expenses for the month of March on a weekly basis by sales representatives of a company. You are required to create a spreadsheet in appropriate format for the sample labels and data. Centre the spreadsheet heading "Travel Expenses for March".

	A	B	C	D	E	F	G	H
1	Travel Expenses for March							
2	Sales Representatives IDs	1st Week (km)	2nd Week (km)	3rd Week (km)	4th Week (km)	Total	Amount Due	
3	S100	200	300	250	150			
4	S101	210	220	270	170			
5	S102	200	180	190	190			
6	S103	250	300	165	210			

Create formulae for calculating total kilometres travelled by each sales representative and the amount due to them and display the result on the basis that each representative is reimbursed @ ₹ 15 per km. *16*

No. of Printed Pages : 2

BCSL-013(P)/S1

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

04242

December, 2017

BCSL-013(P)/S1 : COMPUTER BASICS AND PC SOFTWARE LAB

Time : 2 Hours   *Maximum Marks : 100*

(Weightage : 50)

Note : (i) *There are five questions carrying 80 marks.*

(ii) *The remaining 20 marks are for viva-voce.*

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

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1. (a) Execute the following Linux commands :   *10*

    (i) pwd

    (ii) chmod

    (iii) whoami

    (iv) cat

    (v) diff

    (b) Write all the steps for installing device drivers on your system.   *6*

2. Create a PowerPoint presentation on the features of an operating system.   *16*

    • For each of the slides you should have timer based transition.

    • All slides should have slide notes.

    • All slides should follow the common design : i.e., same title style, footer and page numbers.

    • Add a video to at least one slide which can be run in full screen option.

3. (a) Create multi-level monthwise activities to be completed. Months should be numbered as 1 – 12. For each month, activities (like preparing assignment, solving problems, going to library, etc.) to be completed should be in alphabetical order (a, b, c, ...).   *6*

    (b) Design a flyer for a birthday party for your friend. Use different font styles, sizes, colours and effects.   *10*

4. Create a worksheet as below :

Type in the labels, the student number, assignment and TEE results and weightage for assignment and TEE. The total marks for each student and class averages need to be calculated. The class average for assignment, TEE (P) and TEE (Theory) is simply the average of each component : assignment, TEE (P) and TEE (Theory) separately. While calculating the total marks you must use weightage for each component. All marks are out of 100. *16*

	A	B	C	D	E
1	First Semester Results				
2	Student	Assignment	TEE (P)	TEE (T)	Total
3	S1	70	40	60	
4	S2	60	30	70	
5	S3	70	40	75	
6	S4	80	50	80	
7	Class average	—	—	—	
8	Weightage	0·25	0·15	0·6	

5. Suppose you are organizing a birthday party. You are required to fix timings for inviting friends, book a venue for the party, select menu and inform all your friends through e-mail. *16*

(a) Write all the steps available in Outlook to fulfil the scenario above.

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

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No. of Printed Pages : 2

BCSL-013(P)/S2

BACHELOR OF COMPUTER APPLICATIONS (Revised) (BCA)

Term-End Practical Examination

00462

December, 2017

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)   The remaining 20 marks are for viva-voce.

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

1. (a) Execute the following Linux commands :   *10*

(i)   cat

(ii)   chmod

(iii) wc

(iv)   diff

(v)   dir

(b) Write all the steps for installing extra RAMs in your computer.   *6*

2. Create a PowerPoint presentation on Outlook which should include objectives and important features of the product :   *16*

• There should be at least five slides.

• Add a picture and show animation effect on it.

• Add a video on one slide which can be run.

3. (a) Create a 2 page document in 3-column format. Create your own style and format the text using that style.   *8*

(b) Create a table of contents and a footnote for the above document.   *8*

4. Create a worksheet as below :

Type in the labels, salesperson ID, last year's sales, this year's sales, % change.
Create formulae for total and average sales by salespersons and % change :   *16*

Salesperson ID	Last year's sales (in ₹)	This year's sales (in ₹)	% Change
SPID1	1,00,000·00	1,50,000·00	
SPID2	50,000·00	70,000·00	
SPID3	70,000·00	90,000·00	
SPID4	80,000·00	40,000·00	
Total			
Average			

5. You and your friends are planning to attend a workshop on Scripting language which requires many activities to be done.   *16*

  • Sending an email message to the college authority to attend the workshop. It should have your signature.

  • The mail should also be sent to the organizer conducting the workshop with your's and your friends' signatures.

  • Fixing time and duration in the contact list for taking appointment.

  • Make calendar for activities to be done.

  • Use Outlook's features to fulfil all the scenarios.

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BCSL-013(P)/S3

BACHELOR OF COMPUTER APPLICATIONS (Revised) (BCA)

00492

Term-End Practical Examination

December, 2017

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)   *The remaining 20 marks are for viva-voce.*

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

1.   (a)   Execute the following Linux commands :   *10*

         (i)   date

         (ii)   grep

         (iii)   cmp

         (iv)   head

         (v)   cp

   (b)   (i)   Display the names of all files in the home directory that are less than 1 MB.   *3*

         (ii)   Display a sorted list of all files in the home directory that contain the word TEE.   *3*

2.   (a)   You are applying for a programmer's job in software companies. Create a standard letter and use the Mail Merge feature to generate the customized letter. You need to create a database of all the s/w companies where you wish to apply for the job.   *12*

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

$$A_3^2 \ B_4^3$$

3. Create a PowerPoint presentation on the important features of Excel (at least five slides). The presentation should be organized as follows : *16*

   (a) Each slide should have a sound effect during the change-over.

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

   (c) Add a picture and show animation effect on it.

4. Create a worksheet as below :

   Type in the labels, the student number, assignment and TEE results, and weightage for assignment and TEE. The total marks for each student and grade need to be calculated. While calculating the total marks, you must use weightage for each component. All marks are out of 100. While calculating grade the following formula should be used : *16*

   $\geq 80 - A$ grade, $\geq 60 < 80 - B$ grade, $\geq 50 < 60 - C$ grade, $< 50 - D$ grade

	A	B	C	D	E	F
1		2nd Semester Results				
2	Student	Assignment	TEE (P)	TEE (T)	Total	Grade
3	S1	50	60	60		
4	S2	70	60	60		
5	S3	80	70	50		
6	S4	75	65	70		
7	S5	65	40	80		
8	Weightage	0·25	0·15	0·6		

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

   (a) Write all the steps to get rid of junk mails.

   (b) Write all the steps to create a new document in Google Docs.

   (c) Write all the steps to create a Google group.

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

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BCSL-013(P)/S4

BACHELOR OF COMPUTER APPLICATIONS (Revised) (BCA)

01862 **Term-End Practical Examination**

December, 2017

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)   The remaining 20 marks are for viva-voce.

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

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1.   (a)   Execute the following Linux commands :   *10*
     (i)   msgs
     (ii)   find
     (iii) more
     (iv)   cmp
     (v)   pwd

     (b)   (i)   What is there in /bin, /usr/bin, /tmp ?   *3*
           (ii)   Display the first 10 lines of a file.   *3*

2.   Create a PowerPoint presentation on tourist places in India (at least five slides) in the following format :   *16*

     (a)   All the slides should have a common design.

     (b)   There should be timer based transition to another slide.

     (c)   Write a speaker note for each slide.

     (d)   Add an image to each slide.

3.   Design a flyer for marketing of a mobile phone for a particular brand. Use different font styles, sizes, colors, effects, alignments to create it. It should contain the text "The New Generation Mobile Phone".   *16*

4. Create a worksheet as below :

Type in the labels, Month, Expenses, Income, Total Profit and Monthly Income and Expenditure data. Total expenses, income and profit need to be calculated. *16*

	A	B	C	D
1	Monthly Income and Expenditure Details			
2	Month	Income (₹)	Expenses (₹)	Profit
3	1st Month	50,000·00	10,000·00	
4	2nd Month	40,000·00	5,000·00	
5	3rd Month	30,000·00	50,000·00	
6	4th Month	45,000·00	70,000·00	
7	Total	–	–	–

5. Suppose you are arranging an annual get-together of your class friends. You are required to do many activities. *16*

  (a) Make a schedule (Month, Time and Date).

  (b) Create a contact list of all your friends with name, email-ID and profession.

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

  (d) Send an email with your signature.

Use Outlook features to fulfil all the scenarios.

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No. of Printed Pages : 2

BACHELOR OF COMPUTER APPLICATIONS (Revised) (BCA)

Term-End Practical Examination

02536

June, 2018

BCSL-013(P)/S1 : 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 :   *10*

         (i)   cp

         (ii)   cat

         (iii) who am i

         (iv)   pwd

         (v)   ls -al | more

    (b) Display the name of all files in home directory whose size is bigger than 1 MB but smaller than 5 MB.   *6*

2. Create a PowerPoint presentation on Linux OS (minimum 5 slides) :   *16*

    (a) For all the slides you should have timer based transition.

    (b) All the slides should have proper heading and slide notes.

    (c) Add a video to at least one slide which can be run on full screen option.

    (d) All slides should follow common design format.

3. You are to create your own personal letterhead which should include the following : **16**

- Name, Address (city, state, street, pin code), mobile number and e-mail-ID. This should be kept left side.

- Some graphics, pertaining to your organization (pick it up from any folder). This should be kept at the centre of the heading.

- URL and any other account should be placed at the right side of the heading.

- Letterheads must extend no more than 3 inches from the top of the page.

- Display the ruler bar and adjust the vertical ruler to the top of the page.

4. Below are the details of sales of cars and motorcycles in a particular city during the first 6 months of 2017. You are required to calculate total, percent of cars and motorcycles sales. Write appropriate formulae for each calculation. **16**

Car and Motorcycle Sales during 2017				
	Cars		Motorcycles	
Month	Number	%	Number	%
Jan	500		1500	
Feb	1000		2000	
March	600		3000	
April	900		2500	
May	400		3500	
June	700		1700	
Total	–	–	–	–

You are required to create a worksheet in appropriate format for the sample labels and data and perform all the calculations as indicated above.

5. (a) Suppose you are organising an event at a nearby hotel. You are required to book a venue in the restaurant, fix time, send mails to all your guests. Write all the steps available in Outlook to fulfil the scenario above. **10**

(b) Explain how to set up an alert on the desktop to notify you whenever an email arrives in your inbox. **6**

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No. of Printed Pages : 2

BCSL-013(P)/S2

BACHELOR OF COMPUTER APPLICATIONS (Revised) (BCA)

Term-End Practical Examination

June, 2018

01460

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)   *Rest 20 marks are for viva-voce.*

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

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1. (a) Execute the following Linux commands :   **10**

    (i)   finger

    (ii)   mv

    (iii)   head

    (iv)   grep

    (v)   df

  (b) Display a sorted list of all files in the home directory that contain the word OS inside them (create two/three dummy files).   **6**

2. (a) Create a PowerPoint presentation on important features of spreadsheets (minimum 5 slides).   **10**

    • For each of the slides, you should have a sound effect during the changeover.

    • Add a video to one slide which can run.

    • Write speaker note for each slide.

  (b) Create a Photo Album in PowerPoint.   **6**

3. (a) Create a Newsletter in a two-column layout. Set its background color and add your name as watermark. Each page should have a border and it should be landscape oriented.   **8**

  (b) Design a Flyer for sale of children books. It should contain the text "Big Sale on Children's Books". Use different font style, size, colors, effects, alignments, etc. to create it.   **8**

4. Below are the details of income and expenses for five years of an individual. You are required to create a worksheet with appropriate labels and data and calculate total yearly expenses and savings (in %) for each year. Income from salary, and MFs and expenses increase at 10%, 8% and 5% respectively, of the previous year. Write formula for each calculation. Keep "Income and Expenses" at the centre of the heading. *16*

Income and Expenses

Details	Year 2013	Year 2014	Year 2015	Year 2016	Year 2017
Salary Income	2,00,000				
Income from MFs investments	10,000				
Expenses	1,00,000				
Total Income	–				
Savings (in %)	–				

5. (a) Imagine you are a course instructor for BCSL-045(P) and want to reschedule the practical classes for this course. *12*

You are required to fix time, book a lab and other resources and inform all the students and program coordinator through an email for conducting the practical classes.

Write all the steps available in Outlook to fulfil the scenario above which include : create a contact list, add new appointment to your calendar, sending an email, etc.

(b) Set up an alert on the desktop to notify whenever an email arrives in your inbox. *4*

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No. of Printed Pages : 2

BCSL-013(P)/S3

BACHELOR OF COMPUTER APPLICATIONS (Revised) (BCA)

Term-End Practical Examination

00402

June, 2018

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**.

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1. (a) Execute the following Linux commands : *10*

   (i) date

   (ii) uptime

   (iii) chmod

   (iv) diff

   (v) pwd

   (b) Find the list of devices that are available in your system. *2*

   (c) Write all the steps for installing the device drivers on your system. *4*

2. You are applying for admission for Master's program in Computer Science in various universities. Create a standard letter for obtaining an application form and use the mailmerge feature to generate the customized letter. You need to create a database of all the universities where you wish to take admission. *16*

3. Create a PowerPoint presentation on the important features of a search engine (at least 5 slides). The presentation should be organized as follows : *16*

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

   (ii) Write speaker notes for each slide.

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

   (iv) Add a picture and show animation effect on it.

4. Below are the details of overtime worked by daily wage workers of an organization on a weekly basis for the month of January, 2018. You are requested to create a spreadsheet in appropriate format for the sample labels and data. Keep the text "Overtime details for Jan 2018" at the centre of the spreadsheet heading. *16*

Overtime details for Jan 2018							
1	Employees Code	1st week (Hours)	2nd week (Hours)	3rd week (Hours)	4th week (Hours)	Total	Amount Due
2	EMP-001	10	15	20	16		
3	EMP-002	15	8	10	8		
4	EMP-003	20	10	15	20		
5	EMP-004	10	15	7	10		
6	EMP-005	8	20	6	15		

Create formula for calculating total number of hours earned by each employee and the amount due to them on the basis that each employee is reimbursed at the rate of ₹ 20/hour.

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

You and your friends are planning for a tour.

(i) Make a schedule in the 2nd week of June.

(ii) Add a list of places to visit.

(iii) Send an email with your signature.

(iv) Change the timing and venue for an already scheduled appointment.

(v) Make a blind copy to yourself.

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No. of Printed Pages : 2

BCSL-013(P)/S4

BACHELOR OF COMPUTER APPLICATIONS (Revised)
(BCA)

Term-End Practical Examination

00842

June, 2018

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.**

1.　(a)　Execute the following Linux commands :　　10

(i)　top

(ii)　cat

(iii)　ls -al

(iv)　rmdir

(v)　grep

(b)　(i)　Display the last 10 lines of a file.　　3

(ii)　What is there in /sbin, /boot ?　　3

2.　Create a PowerPoint presentation on Linux commands and directories (minimum five slides).　　16

• All the slides should have proper heading and should have slide notes.

• Except the first slide, all the remaining slides should have common format.

• There should be a sound effect while moving from one slide to another slide.

• Add a video to at least one slide which can be run in play full screen option.

BCSL-013(P)/S4　　　　　　　　　1　　　　　　　　　P.T.O.

3. (a) Create a new document. Add a picture from the sample picture. Tight wrap the text around the image. Now set the image at the centre of the page using position option. Change the shape of the picture to oval. Save the document. *9*

(b) (i) How will you use superscript and subscript features for the following examples ?

$A_4B^4C_6$ *3*

(ii) Create the following formulae :

$$\sum_{i=1}^{N} Y_i \sum_{j=1}^{M} X_j$$ *4*

4. You have a monthly income of ₹ 40,000. Your monthly expenditures are :

Rent – ₹ 2000·00, Food – ₹ 7000·00, Mobile phone – ₹ 500·00, Cable TV – ₹ 365·00, Electricity – ₹ 800·00. Design a worksheet having monthly income, monthly expenses listed and summed. Calculate the leftover amount in a month and the amount left over per day (assuming 30 days in a month). The spreadsheet should be properly formatted for labels and data. *16*

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

(a) Make a schedule for meeting with a doctor from 10 AM to 11 AM.

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

(c) Send the mail to this effect to the doctor with your signature.

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31703

No. of Printed Pages : 3   **BCSL-013/S1**

Bachelor of Computer Applications (Revised) (BCA)
Term-End Examination
December, 2018

COMPUTER BASICS AND PC SOFTWARE LAB.

Time : 2 Hours   *Maximum Marks : 100*

                                             (Weightage : 50)

Note :   There are *five* questions carrying 80 marks. The rest of 20 marks
            are for viva-voce. All questions are compulsory.

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1. (a) Execute the following Linux commands :   10
      (i) man
      (ii) find
      (iii) more
      (iv) compare
      (v) des

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

       (ii) Write all the steps to add extra RAM.   3

2. Create a PowerPoint presentation on important features of Windows OS :   16

   (a) At least one slide should have a picture inserted into it.

   (b) Add sound effect for each new slide transition.

   (c) All the slides should have proper heading and should have slide notes.

   (d) Add a video to at least *one* slide which can be run.

3. Create a spreadsheet to calculate percentage change between January to June's sales of 2017 and those of 2018 for the following data :   16

Medicine's Sales of 2017 and 2018
(January-June)

Month	Sales (in ₹) (2017)	Sales (in ₹) (2018)	% Change
January	50,000.00	55,000.00	
February	60,000.00	50,000.00	
March	45,000.00	40,000.00	
April	35,000.00	45,000.00	
May	55,000.00	60,000.00	
June	45,000.00	45,000.00	

   (a) You are required to create a worksheet in appropriate format for the sample labels and data.

   (b) Also create a bar chart for the data columns and pie chart for the % change.

[3]

4. (a) Create a 2-page document in 2-column format. Build a table of contents for the document. Give a title to your document. 8+2=10

(b) Create the following formulae : 6

$$\sum_{j=1}^{n} Y_j \sum_{i=1}^{m} X_i$$

5. Perform the following tasks using outlook : 16

(a) Make a schedule for meeting with a RD from between 11 : 00 A.M. –11 : 30 A.M. in the 3rd week of July.

(b) Send an e-mail to this effect to the RD with your signature.

(c) Change the timing and venue for already scheduled meeting.
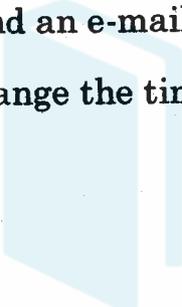
37443

No. of Printed Pages : 3

BCSL-013/S2

Bachelor of Computer Applications (Revised) (BCA)
Term-End Examination
December, 2018

COMPUTER BASICS AND PC SOFTWARE LAB.

Time : 2 Hours

Maximum Marks : 100

(Weightage : 50)

Note : There are *five* questions carrying 80 marks. The rest of 20 marks are for viva-voce. All questions are compulsory.

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1. (a) Execute the following Linux commands : 10

   (i) cat

   (ii) finger

   (iii) diff

   (iv) wc

   (v) who am i

   (b) Write all the steps for installing device drivers on your system. 6

2. (a) Design a flyer for a workshop titled "2 days workshop on Linux Administration" using different styles, fonts and effects.   10

   (b) Create the following formulae :   6

      (i) $^{n}C_{m}$

      (ii) $\sum\limits_{i=1}^{n} X_{i}/y$

3. Create a PowerPoint presentation on course contents of BCSL-013 :   16
   (a) All slides should have proper headings and should have slide notes.
   (b) There should be timer-based transition to the next slide.
   (c) Add an image to the last slide from the sample image file.

4. (a) Below are the details of monthly income and expenditure data. You are required to create a spreadsheet in appropriate format for the sample labels and data and create formulae to calculate total income, total expenses, total taxes, profit in percentages.   10

   (b) Create a bar chart for expenses and income columns.   3

   (c) Create a pie chart of % (percentage) column.   3

Monthly Income, Taxes and Expenditure

Month	Income	Tax (5%)	Income after Paying Tax	Expenses	Profit (%)
January	20,000.00			8,000.00	
February	25,000.00			10,000.00	
March	30,000.00			12,000.00	
April	28,000.00			13,000.00	
May	35,000.00			14,000.00	

[3]

5. Imagine that you are a lab instructor and want to reschedule the practical classes. You are required to reschedule your calendar, book a classroom and other resources, send an e-mail through your signature and setting up an alert in the desktop to notify whenever e-mails are received in your e-mail box.   16

40683

No. of Printed Pages : 3   **BCSL-013/S3**

Bachelor of Computer Applications (Revised) (BCA)
Term-End Examination
December, 2018

COMPUTER BASICS AND PC SOFTWARE LAB.

Time : 2 Hours   *Maximum Marks : 100*

         (Weightage : 50)

Note : There are *five* questions carrying 80 marks. The rest of 20 marks are for viva-voce. All questions are compulsory.

1. Execute the following Linux commands :   8
   (a) (i) pwd

        (ii) grep

        (iii) du

        (iv) cat

   (b) 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 who am i command. Who is the owner of your tty ?   8

2. (a) You have been requested by the company's management to organize a tour for the newly recruited staff. Create a standard cover letter to inform all the newly recruited staff. Use mail merge feature to generate the customized letter. You need to create a database of all the members. Watermark the letter as official picnic. 12

   (b) Type the following :

   (i) $a^5 b^6 c^7 / d^8 e^9$ 2

   (ii) $^m C_n$ 2

3. Create a PowerPoint presentation on feature of outlook (min. 5 slides) : 16

   (a) All slides should have proper headings and should have slide notes.

   (b) Timer based transition.

   (c) At least one slide should have a picture associated with it and show animation effect.

   (d) All slides should have a common design.

4. Create the spreadsheet for the following data. It contains employee names (first name, last name), city, state and the income per month. You are required to create a spreadsheet in appropriate format for the sample labels and data : 16

Ram	Mohan	Mysore	Karnataka	50,000.00
Leela	Mohan	Bengalore	Karnataka	60,000.00
Deepak	Gandhi	Delhi	Delhi	70,000.00
Geeta	Chaudhary	Bhubaneshwar	Orissa	40,000.00
Gatuam	Sahu	Kharagpur	West Bengal	65,000.00
Anil	Kumar	Allahabad	U.P.	55,000.00
Milind	Verma	Ranchi	Jharkhand	35,000.00

   (a) Sort by last name and first name and save as "TEE 1".

[3]

(b) Sort by city and save as "TEE 2".

(c) Sort by rupees amount and save as "TEE 3".

(d) Total the income amount.

5. Imagine that you are to organize an event on Deepawali day. You need to create a calendar, create a contact list of persons whom you want to write, send e-mail with your signature. 16

2,000

(A-5)

42503

BCSL-013/S4

Bachelor of Computer Applications (Revised) (BCA)
Term-End Examination
December, 2018

COMPUTER BASICS AND PC SOFTWARE LAB.

Time : 2 Hours

Maximum Marks : 100

(Weightage : 50)

Note : There are *five* questions carrying 80 marks. The rest of 20 marks are for viva-voce. All questions are compulsory.

1. (a) Execute the following Linux commands : 8

    (i) chmod

    (ii) dir

    (iii) who am i

    (iv) more

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

2. You are to create your own personal letter head. It must include : 16

   • Your name

   • Your address include city, state, pin code

- Mobile no.

- Your e-mail

- Your website

Graphic(s) that pertain to you :

(i) Name and address should be placed at the top left.

(ii) E-mail address and website should be placed at the right side.

(iii) Graphic(s) should be in the centre.

(iv) Letterheads must extend no more than 2 inches from the top of the page.

(v) Display the ruler bar and adjust the vertical ruler to the top of the page.

3. Make a presentation/five slides on "BCA Program of IGNOU". The presentation should be organized as follows : 16

(a) Add a video to at least one slide.

(b) All the slides should have proper headings and should have slide notes.

(c) There should be a timer based transition to another slide.

4. Below are the details of income and expenses for the five years of an individual. You are required to create a spreadsheet in an appropriate format for the sample labels and data and calculate total expenses and saving for every year. Income, fixed expenses and variable expenses in every year will increase @ 10%, 20%, 25% respectively of the previous year. Write formulae for each calculation centre the heading of the spreadsheet "Income and expenses of five years" : 16

[3]

Income and Expenses of Five Years

	2012	2013	2014	2015	2016
Income	15,000.00				
Fixed Expenses	40,000.00				
Variable Expenses	70,000.00				
Total Expenses	—				
Saving	—				

5. Do the following tasks in outlook :   16

(a) Create a contact list, modify to existing one and add a new contact in the contact list.

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

(c) Add a new appointment to your calendar.

(d) Set up an alert on the desktop to notify whenever an e-mail arrives in your e-mail box from the university.

BCSL-013/S4   2,000