

BACHELOR IN COMPUTER APPLICATIONS (BCA)**Term-End Practical Examination****December, 2008****03644****CS-611P : COMPUTER FUNDAMENTALS AND
PC SOFTWARE***Time allowed : 2 hours**Maximum Marks : 100
(Weightage : 15%)***General Instructions :**

- (i) *There are four questions of 20 marks each in this paper, totalling 80 marks. Rest 20 marks are for viva-voce.*
- (ii) *Test the macros created by you (wherever needed).*
- (iii) *Write all the steps that you have performed in your answer-script.*
- (iv) *Print the files, if required and possible, otherwise write partial data input and output in your answer-script.*
- (v) *Make suitable assumptions, if any.*

1. Perform the following tasks using a MS-Word document :**20**

- (a) *Write two paragraphs about your future plans. Each paragraph should have a hanging indent.*
- (b) *Find the occurrences of the word "to" in the document so created. Please note that you must find "to" as a whole word only.*
- (c) *Copy and paste these paragraphs to make the document of at least two pages, then set the mirror margins. For an even page the margin should be 3"-left, 1"-right.*
- (d) *Format the document having 3 columns.*
- (e) *Enter a table with student name and marks (in three subjects). Find the total marks of each student by entering suitable formula.*