

**BACHELOR IN COMPUTER APPLICATIONS (BCA)****Term-End Practical Examination**

00816

**December, 2008****CS-611P : COMPUTER FUNDAMENTALS AND  
PC SOFTWARE***Time allowed : 2 hours**Maximum Marks : 100  
(Weightage : 15%)*

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**General Instructions :**

- (i) *There are four questions (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 which 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.*
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- 1. Perform the following tasks using MS-Word document : 20
  - (a) Write an application to your study-centre co-ordinator asking him/her for extra computer time.
  - (b) Insert a table in the application showing the number of sessions attended by you.
  - (c) Insert a header - "Application for extension" and a footer containing current date and page number.
  - (d) Find all the occurrences of word "him" (whole words only) and replace them by the word "her".
  - (e) Demonstrate the use of Autotext feature of MS-Word.
  
- 2. Perform the following activities using MS-Windows : 20
  - (a) Install a new printer.
  - (b) Create space on your disk without deleting any permanent file.
  - (c) Demonstrate the use of backup utility.