

<b>Course Code</b>	<b>:</b>	<b>BCSL-013</b>
<b>Course Title</b>	<b>:</b>	<b>Computer Basics and PC Software Lab</b>
<b>Assignment Number</b>	<b>:</b>	<b>BCA(I)/L-013/Assignment/2024-25</b>
<b>Maximum Marks</b>	<b>:</b>	<b>100</b>
<b>Weightage</b>	<b>:</b>	<b>25%</b>
<b>Last date of Submission</b>	<b>:</b>	<b>31<sup>st</sup>October, 2024 (For July Session)</b>
	<b>:</b>	<b>30<sup>th</sup>April, 2025 (For January Session)</b>

**This assignment has three questions of 80 marks. Answer all the questions. Rest 20 marks are for viva voce. You may use illustrations and diagrams to enhance explanations. Please go through the guidelines regarding assignments given in the Programme Guide for the format of the presentation. Make suitable assumptions, if necessary.**

**Question 1:** Answer the following in the context of the Linux Operating System. You must write all the commands that you have used for answering the questions. Also, attach printout OR a file (may be in pdf format) containing the screenshots of the output.

**a)** Write and run the following Linux commands and attach the screenshots of the output of each commands **10 marks**

- i) who
- ii) man
- iii) cat
- iv) cp
- v) chmod
- vi) ls
- vii) cmp
- viii) cd
- ix) mkdir
- x) grep

**b)** Create a text file in Linux consisting of 25 lines. Display the first 4 and last 4 lines of this file. Count how many times the word “the” appeared in this file. Display the file permissions of the file created by you. Now, change the file permissions of this file to rw-rw----. **6 Marks**

**Question 2:** Create a presentation using any Presentation software on the topic “Internet Technologies” (minimum 10 slides) having the following features: **16 Marks**

- i)** All slides should use a common design template.
- ii)** Add an audio file to a slide. Also, add a video file that should run on a full-screen.
- iii)** All the slides should have timer-based transitions.
- iv)** All the slides should have proper headings and slide notes.
- v)** Each slide should have one image related to the topic.

Write the sequence of steps that you have performed to create these slides. Also attach printout OR a file (may be in pdf format) containing the handout of all the slides (6 slides per page).

**Question 3:**

- a) Use a Word Processor to create a document about the topics covered in BCSL013. It should include (i) a multi-level list highlighting the topics and subtopics of the Units; (ii) a table consisting of unit number, unit title, and number of pages of that unit; (iii) a paragraph about the objectives of the course.

**6 Marks**

- b) Design a flyer on the topic “The Solar Power”. Use different styles, sizes, fonts, colours and effects.

**10 Marks**

Write the sequence of steps that you have performed to create the document and flyer. Also attach a printout OR a file (may be in pdf format) containing document and flyer.

**Question 4:** Create a worksheet containing the payroll of a company as given in the following table:

**16 Marks**

Employee Name	Basic Salary (B)	Dearness Allowance (DA) (30% of B)	Total Gross Salary (G)	Income Tax (IT) (25% of G)	PF (10% of G)	Net Salary (N)
Raman	50000					
Mohit	65000					
Siraj	60000					
David	50000					
Phillip	45000					
Roger	30000					

You must enter all the labels and details as given above. You may use the following formulae:

$$DA = 30\% \text{ of } B$$

$$G = B + DA$$

$$IT = 25\% \text{ of } G$$

$$PF = 10\% \text{ of } G$$

$$N = B + DA - IT - PF$$

Write the sequence of steps that you have performed to create the formulae in different cells. Also attach printout OR a file (may be in pdf format) containing the worksheet.

**Question 5:** Use MS Outlook or any other email software to perform the following tasks:

**16 Marks**

- a) Make a weekly meeting schedule for a group meeting, along with two other BCA students, about the agenda – “Process of Assignment Submission”. This weekly meeting should be scheduled for two consecutive weeks.

- b) Write an email to your friends (at least 5) inviting them to attend a lecture which is to be presented by you. Make your Signature and add it to the e-mail message.

**c)** Create a vacation/ holiday message that should be sent to all the emails received by you in a vacation week (say 5<sup>th</sup> December, 2024 to 12<sup>th</sup> December, 2024; or 7<sup>th</sup> June, 2025 to 15<sup>th</sup> June 2025).

**d)** A person is sending several e-mails to you which you want to delete automatically. Configure your mail account to achieve this functionality in your mailbox for a specific email id.

Make and state suitable assumption, if any.

Write the sequence of steps that you have performed in different parts of this question. Also attach printout OR a file (may be in pdf format) containing the screen shots of the output.

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