2 0 1 4

(1st Semester)

BACHELOR OF COMPUTER APPLICATION

Paper No. : BCA–103P

(PC Application and Internet Technology)

(Practical)

(Revised)

Full Marks : 75

Time : 3 hours

The figures in the margin indicate full marks
for the questions

SECTION—A

Answer any **two** questions

1. Write the methods or steps to execute the following commands : 15

   (a) How do you run disk defragmentation and disk clean-up? 3

   (b) Changing Windows background and theme 2

          (Turn Over)

(c) Making new folder and rename 2

(d) Display all the files containing .doc as their file extension from drive C. 2

(e) Make a new folder BCA, copy it and rename it as MCA and hide BCA. 2

(f) Uninstall any particular program from the control panel. 2

(g) Make the picture of your desktop screen using MSPaint. 2

2. Prepare a master document like the sample given below and database to print individual personalized letter to 5 students as follows using mail merge. You can give necessary formatting as you like. The fields to be merging such as *Title, First Name, Address Line 1* and *Home Phone* are indicated in bold letter as the sample given below : 15
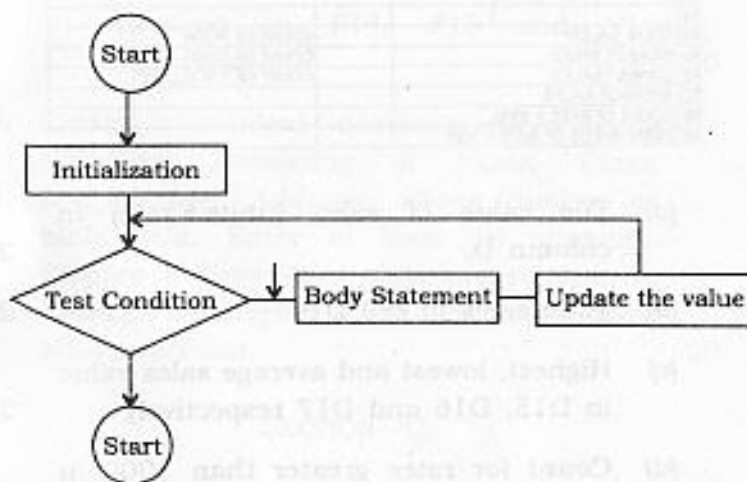
Dear
Mr. Jonah
New Delhi, 110001

Happy to inform you that the following will be the timetable of BCA for the current academic session.

DAY	SEMESTER	1ST	2ND	3RD		4TH	5TH
MONDAY	FIRST				B R E A K		
	SECOND						
	THIRD						
TUESDAY	FIRST					CLASS TEST	
	SECOND						
	THIRD						

Yours truly

Principal

3. Draw the following picture using MS-Word : 15

(4)

Answer *any* **one** question

4. Prepare an Excel worksheet like the following and calculate by entering proper equation/functions in the respective cells : 20

	A	B	C	D	E	F
1	ITEM CODE	UNITS	RATE	SALES	COMMISSION	REMARKS
2	100	10	100			
3	101	12	250			
4	102	13	900			
5	103	20	800			
6	104	13	50			
7	105	17	400			
8	106	15	800			
9	107	19	500			
10	108	20	200			
11	109	10	50			
12	110	24	350			
13						
14	TOTAL SALES				COUNT OF POOR	
15	HIGHEST SALES				COUNT OF GOOD	
16	LOWEST SALES				COUNT OF EXCELLENT	
17	AVERAGE SALES					
18	COUNT OF RATE > 1000					
19	TOTAL SALES OF RATE > 1000					

(a) The value of sales (units * rate) in column D. 2

(b) Total sales in cell D14 2

(c) Highest, lowest and average sales value in D15, D16 and D17 respectively 2

(d) Count for rates greater than 1000 in column D18. 2

(e) Calculate the total sales of item having rates >1000 in D19. 3

(f) The commission to salesman for each item, depending on the sales value of each item as given in the table below :   3

SALES	COMMISSION
Less than ₹ 1,000	0
₹ 1,000 to ₹ 5,000	3% of sales value
Above ₹ 5,000	6% of sales value

(g) Give the remarks according to the table given below in remarks column :   3

COMMISSION	REMARKS
< 100	POOR
<= 450	GOOD
> 50	EXCELLENT

(h) Count the number of poor, good and excellent in F14, F15 and F16 respectively.   3

5. Create a student database table using MSAccess consisting of *Name*, *Class*, *Roll_Number*, *Address*, *Phone_Number* as table field. Enter at least 10 students. Prepare a PowerPoint slide presentation to display the report of 5 students using MS-PowerPoint.   20

SECTION—C

6. Viva voce.   15

7. Practical Record.   10

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