

KSIRHNA KANTA HANDIQUI STATE OPEN UNIVERSTIY
MCA/ PGDCA 1st Sem. Examination, 2014

Paper - 01

Computer Fundamentals & PC Software
(Practical)

Time : 2 Hrs.

Full Marks : 40

I. Answer the following questions in your computer. 30

(a) In MS DOS do the following :

(i) Create two directory "MCA1" and "MCA2" in desktop. Create a file "content1.txt" inside "MCA1".

(ii) Display all the files inside "MCA1" and move "content1.txt" to "MCA2".

(iii) Delete the file "content1.txt" from "MCA2".

(b) In Linux do the following : (in terminal)

(i) Display the current directory

(ii) Display all the files in home directory

(iii) Close a program (e.g. firefox) from terminal using process ID.

(c) In MS Word do the following :

(i) Create a table as shown below :

MCA		
A1	A2	A3
	KKHSOU	

Keep the size of data as 12 px and display the data in centre.

(ii) Write a paragraph and do the following :

(I) Justify the paragraph

(II) Keep the space between line as 1.5.

(III) Create any hyperlink inside the paragraph.

(IV) Insert or image behind the paragraph.

(d) (i) Create an Excel worksheet containing 'ENROLL NO', 'SUB1 MARKS', 'SUB2 MARKS', 'SUB3MARKS' and 'TOTAL'. Calculate TOTAL from 'SUB1 MARKS', 'SUB2 MARKS' and 'SUB3MARKS'. Using function. Write atleast 10 records. Sort the data on TOTAL.

(ii) Add 'RESULT' column to the above Excel sheet and write one function to determine PASS & FAIL based on the following condition : If TOTAL > 90 then RESULT column should contain PASS otherwise FAIL.

2. Viva voce.

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