

# BACHELOR OF COMPUTER APPLICATIONS (BCA\_NEW)

Course Code: BCSL-013

Course Title: Computer Basics and PC Software Lab

Assignment Number: BCA (I)/013/Assignment/2024-25

Last Dates for Submission: 31st October, 2024 (For July Session)

: 30th April, 2025 (For January Session)

Maximum Marks: 100

Weightage: 25%

IL

Please **NOTE THAT** these solutions/answers of **BCSL-013 (July 2024 and January 2025 session)** are just the general answers to show the format of the answers of this assignment. So solve or check this assignment by yourself for submitting. It will help you to understand the subject **more better** and it will also **help** you in your exams. You can take the **references** from this PDF AS THIS **SOLUTION SET IS JUST LIKE “TEMPLATE”** for the BCSL-013 assignment's solutions.

This will take the 20-25 or more Double side ruled page. This assignment is made with the help of resources available on the internet as well as the textbook of BCSL-013 (IGNOU book).

**NOTE:** THIS ASSIGNMENT IS AVAILABLE FOR STUDENTS **FREE**, IF ANYONE RE-UPLOAD THIS ASSIGNMENT, GIVE PROPER CREDITS TO “**VIDEO OF EDUCATION VOE**” YOUTUBE CHANNEL.

## GENERAL INSTRUCTION:

- QUESTIONS ARE WRITTEN AS **EXAMPLE QUESTION?** (IN BLACK BALL PEN)
- ANSWERS ARE WRITTEN AS **EXAMPLE ANSWER.** ( IN BLUE BALL PEN)
- **DO NOT COPY THE EXACT ANSWER FROM THIS SOLVED ASSIGNMENT.**
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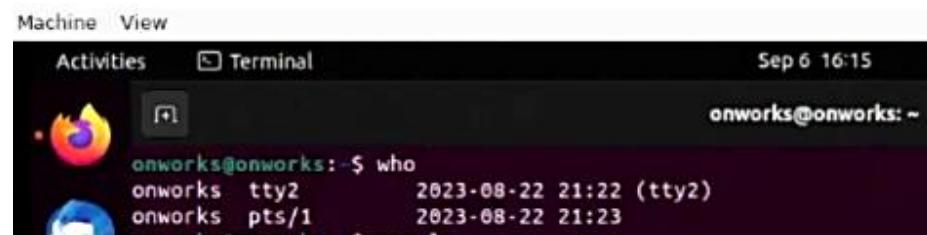


**Question 1:** Answer the following in the context of the Linux Operating System. You must write all the commands that you have used for answering the questions. Also, attach printout OR a file (may be in pdf format) containing the screenshots of the output.

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

i) **who**

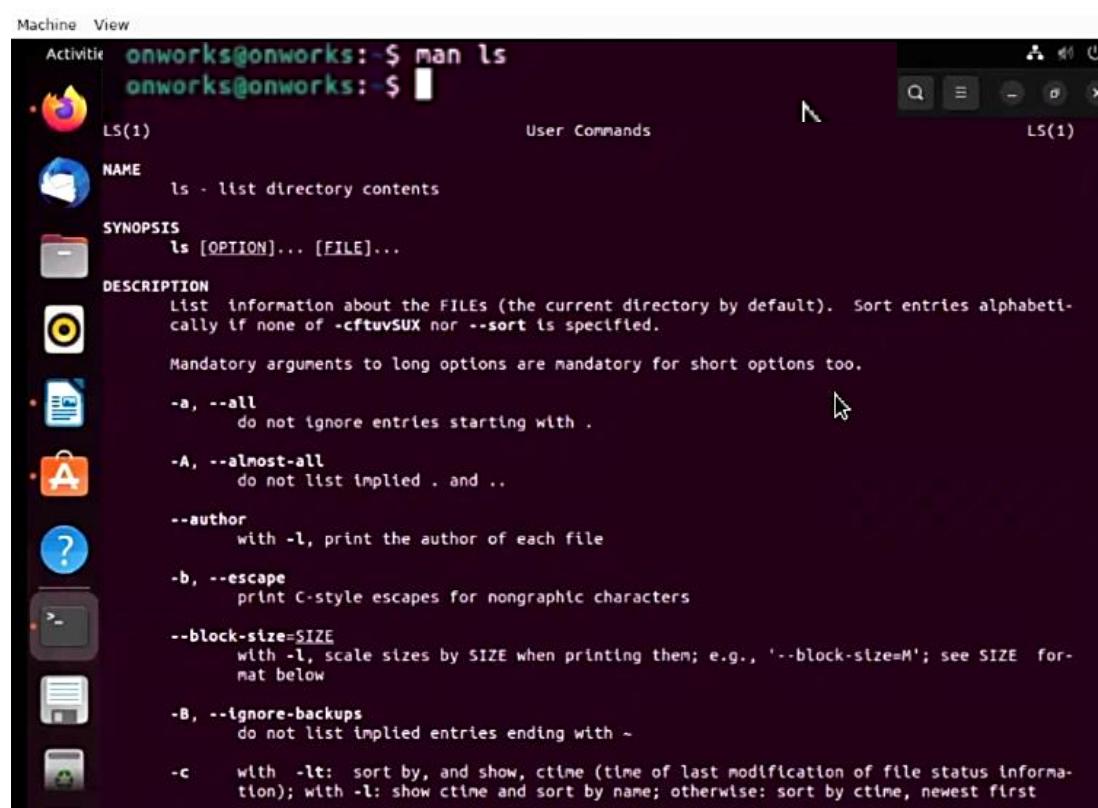
Displays the list of users currently logged into the system.



```
Machine View Activities Terminal Sep 6 16:15
onworks@onworks:~$ who
onworks 2023-08-22 21:22 (tty2)
onworks pts/1 2023-08-22 21:23
```

ii) **man**

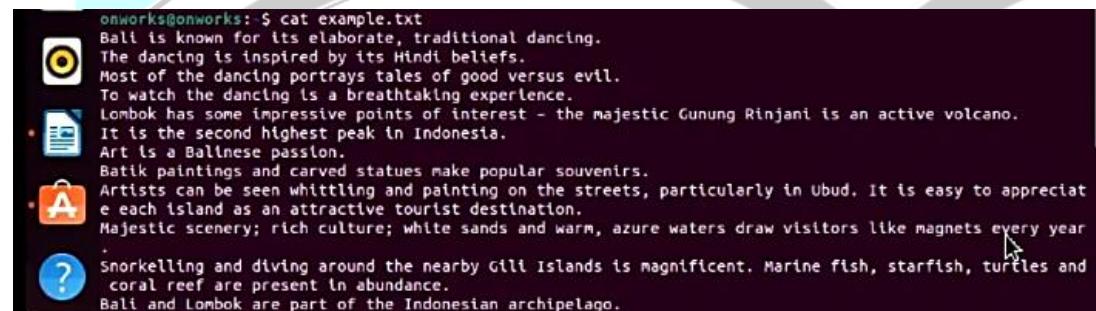
Shows the manual page (help documentation) for a given command.



```
Machine View Activities onworks@onworks:~$ man ls
onworks@onworks:~$ ls(1) User Commands LS(1)
NAME ls - list directory contents
SYNOPSIS ls [OPTION]... [FILE]...
DESCRIPTION List information about the FILEs (the current directory by default). Sort entries alphabetically if none of -cftuvSUX nor --sort is specified.
Mandatory arguments to long options are mandatory for short options too.
-a, --all do not ignore entries starting with .
-A, --almost-all do not list implied . and ..
--author with -l, print the author of each file
-b, --escape print C-style escapes for nongraphic characters
--block-size=SIZE with -l, scale sizes by SIZE when printing them; e.g., '--block-size=M'; see SIZE for-
mat below
-B, --ignore-backups do not list implied entries ending with ~
-c with -lt: sort by, and show, ctime (time of last modification of file status informa-
tion); with -l: show ctime and sort by name; otherwise: sort by ctime, newest first
```

iii) **cat**

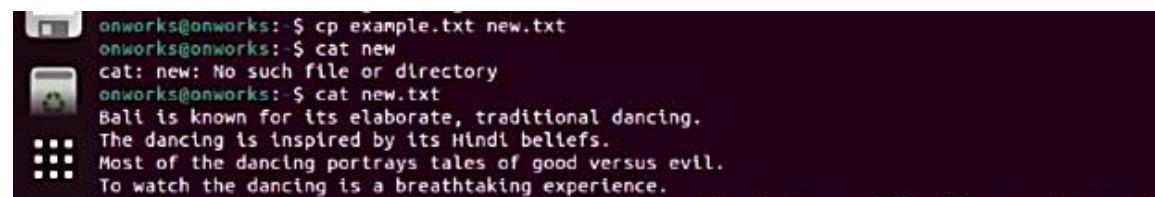
Concatenates and displays the content of files.



```
onworks@onworks:~$ cat example.txt
Bali is known for its elaborate, traditional dancing.
The dancing is inspired by its Hindu beliefs.
Most of the dancing portrays tales of good versus evil.
To watch the dancing is a breathtaking experience.
Lombok has some impressive points of interest - the majestic Gunung Rinjani is an active volcano.
It is the second highest peak in Indonesia.
Art is a Balinese passion.
Batik paintings and carved statues make popular souvenirs.
Artists can be seen whittling and painting on the streets, particularly in Ubud. It is easy to appreciat
e each island as an attractive tourist destination.
Majestic scenery; rich culture; white sands and warm, azure waters draw visitors like magnets every year
.
Snorkelling and diving around the nearby Gili Islands is magnificent. Marine fish, starfish, turtles and
coral reef are present in abundance.
Bali and Lombok are part of the Indonesian archipelago.
```

iv) **cp**

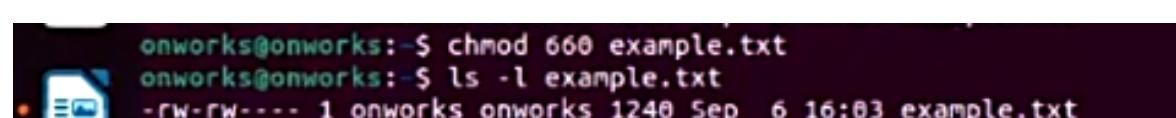
Copies files or directories from one location to another.



```
onworks@onworks:~$ cp example.txt new.txt
onworks@onworks:~$ cat new
cat: new: No such file or directory
onworks@onworks:~$ cat new.txt
Bali is known for its elaborate, traditional dancing.
The dancing is inspired by its Hindu beliefs.
Most of the dancing portrays tales of good versus evil.
To watch the dancing is a breathtaking experience.
```

v) **chmod**

Changes the permissions of a file or directory.



```
onworks@onworks:~$ chmod 660 example.txt
onworks@onworks:~$ ls -l example.txt
-rw-rw---- 1 onworks onworks 1240 Sep  6 16:03 example.txt
```

**vi) ls**

Lists the contents of a directory.

```
onworks@onworks:~$ ls
Desktop Documents Downloads example.txt Music new.txt Pictures Public snap Templates Videos
```

**vii) cmp**

Compares two files byte by byte and displays the first difference.

```
onworks@onworks:~$ cmp example.txt new1.txt
example.txt new1.txt differ: byte 1, line 1
```

**viii) cd**

Changes the current working directory.

```
onworks@onworks:~$ cd /home/onworks
```

**ix) mkdir**

Creates a new directory.

```
onworks@onworks:~$ mkdir ignou
onworks@onworks:~$
```

**x) grep**

Searches for a specific pattern in files and displays matching lines.

```
onworks@onworks:~$ grep -o "\bthe\b" example.txt | wc -l
10
```

**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

ANS:

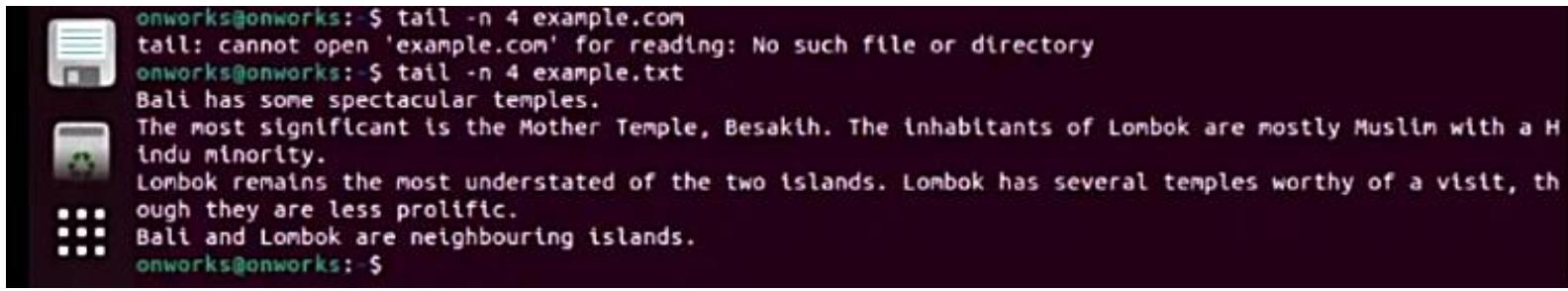
### Create the file with 25 lines

```
Activities Terminal Sep 6 16:08
onworks@onworks:~$ cat <<EOL > example.txt
> Bali is known for its elaborate, traditional dancing.
> The dancing is inspired by its Hindu beliefs.
> Most of the dancing portrays tales of good versus evil.
> To watch the dancing is a breathtaking experience.
> Lombok has some impressive points of interest - the majestic Gunung Rinjani is an active volcano.
> It is the second highest peak in Indonesia.
> Art is a Balinese passion.
> Batik paintings and carved statues make popular souvenirs.
> Artists can be seen whittling and painting on the streets, particularly in Ubud. It is easy to appreciate each island as an attractive tourist destination.
> Majestic scenery; rich culture; white sands and warm, azure waters draw visitors like magnets every year.
>
> Snorkelling and diving around the nearby Gili Islands is magnificent. Marine fish, starfish, turtles and coral reef are present in abundance.
> Bali and Lombok are part of the Indonesian archipelago.
> Bali has some spectacular temples.
> The most significant is the Mother Temple, Besakih. The inhabitants of Lombok are mostly Muslim with a Hindu minority.
> Lombok remains the most understated of the two islands. Lombok has several temples worthy of a visit, though they are less prolific.
> Bali and Lombok are neighbouring islands.
> EOL
```

### Display first 4 and last 4 lines:

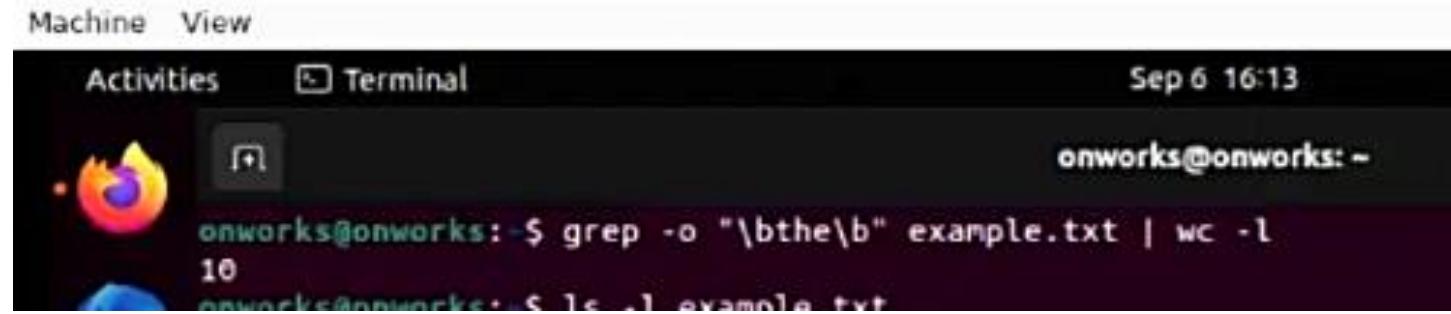
```
onworks@onworks:~$ head -n 4 example.txt
Bali is known for its elaborate, traditional dancing.
The dancing is inspired by its Hindu beliefs.
Most of the dancing portrays tales of good versus evil.
To watch the dancing is a breathtaking experience.
```

**Last four lines:**



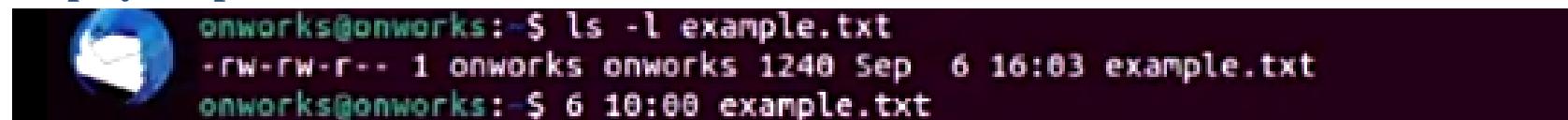
```
onworks@onworks:~$ tail -n 4 example.com
tail: cannot open 'example.com' for reading: No such file or directory
onworks@onworks:~$ tail -n 4 example.txt
Bali has some spectacular temples.
The most significant is the Mother Temple, Besakih. The inhabitants of Lombok are mostly Muslim with a Hindu minority.
Lombok remains the most understated of the two islands. Lombok has several temples worthy of a visit, though they are less prolific.
Bali and Lombok are neighbouring islands.
onworks@onworks:~$
```

**Count the word “the”**



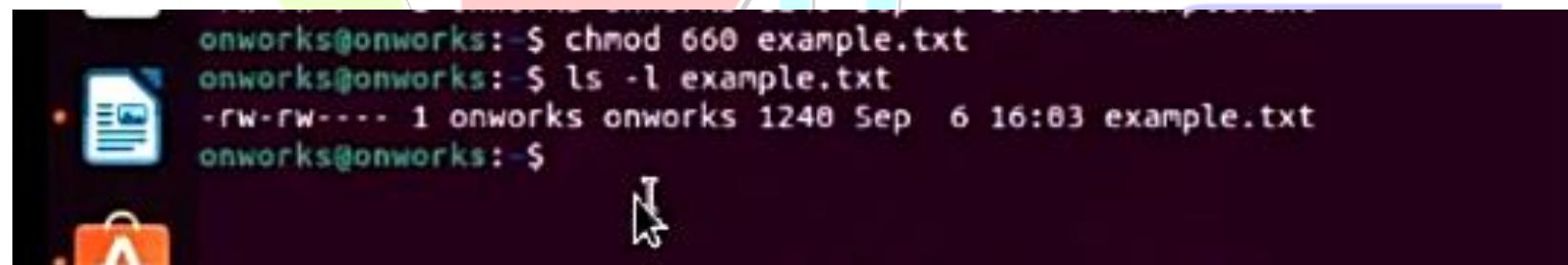
```
Machine View
Activities Terminal Sep 6 16:13
onworks@onworks:~$ grep -o "\bthe\b" example.txt | wc -l
10
onworks@onworks:~$ ls -l example.txt
```

**Display the permission of the file:**



```
onworks@onworks:~$ ls -l example.txt
-rw-rw-r-- 1 onworks onworks 1240 Sep 6 16:03 example.txt
onworks@onworks:~$ 6 10:00 example.txt
```

**Changing the file permission:**



```
onworks@onworks:~$ chmod 660 example.txt
onworks@onworks:~$ ls -l example.txt
-rw-rw---- 1 onworks onworks 1240 Sep 6 16:03 example.txt
onworks@onworks:~$
```

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

- 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).**

**Ans:**

# INTERNET TECHNOLOGIES



# INTRODUCTION TO INTERNET TECHNOLOGIES

Internet technologies encompass the tools and protocols that enable online communication and data exchange.

# **TYPES OF INTERNET TECHNOLOGIES**

- 1** **WEB DEVELOPMENT**  
HTML, CSS, JAVASCRIPT
  - 2** **NETWORKING PROTOCOLS**  
TCP/IP, FTP, UDP
  - 3** **CLOUD SERVICES**  
G-DRIVE, AWS, AZURE

# Web Technologies

Technologies like HTML, CSS, and JavaScript are essential for building interactive websites.



# Networking Technologies

Protocols such as TCP/IP, DNS, and VPN are fundamental for network communication.



## Cloud Computing

-  **Amazon Web Services (AWS)**  
cloud platform offering over 200 fully featured services from data centers globally
  -  **Microsoft Azure:**  
cloud service platform for building, managing, and deploying applications across a global network
  -  **Google Cloud Platform (GCP):**  
A suite of cloud computing services enabling organizations to build, deploy, and scale applications with Google's infrastructure.

## Internet Security

- The diagram illustrates security measures against two types of threats:

  - Unauthorized access:** Represented by a red cursor icon pointing at a lock icon. A red arrow points from this icon to the title "6 Ways To Protect Against Internet-borne Cyber Threats".
  - Cyber threats:** Represented by a blue trash can icon. A blue arrow points from this icon to the title "6 Ways To Protect Against Internet-borne Cyber Threats".

**Security measures:**

  - Protect Data and Network
  - Cyber threats

**6 Ways To Protect Against Internet-borne Cyber Threats:**

  - Email Security
  - Firewalls
  - Multi-factor Authentication (MFA)
  - Browser Selection
  - URL Filtering
  - Data Loss Prevention

## Internet of Things (IoT)



# Future of Internet Technologies

Emerging trends like AI, 5G, and quantum computing will shape the future of the internet.



## Conclusion

Internet technologies are vital for modern life, and staying updated is crucial for leveraging their potential.



# Thanks

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Vor.com

## Steps to create a presentation on "Internet Technologies":

### 1. Choose a Presentation Software:

- Open Microsoft PowerPoint.

### 2. Create a New Presentation:

- Select "New Presentation" and choose a blank. Ensure a common design template is applied throughout all slides.

### 3. Set Up the Design Template:

- Go to the "Design" tab (PowerPoint).
- Choose a consistent design template with matching fonts, colors, and background styles. Make sure all slides will use this common template.

### 4. Add Title Slide:

- **Title:** Internet Technologies
- **Image:** Insert an internet-related image (globe with network connections) using the "Insert" > "Image" option.

### 5. Add Slides with Content:

- **Slide 2: INTRODUCTION TO INTERNET TECHNOLOGIES**
  - Insert text explaining introduction internet technologies.
  - Add an image.
  - Add slide notes summarizing the content.
- Repeat similar steps for Slides 3 to 10, adding relevant headings, content, images, and slide notes.

### 6. Add Images to Slides:

- For each slide, click "Insert" > "Image" to add an image related to the slide content.
- Ensure each image is relevant and visually represents the content discussed on the slide.

### 7. Insert Audio File:

- Go to a slide.
- Select "Insert" > "Audio" > "Audio on My PC" (PowerPoint).
- Choose the audio file from your computer.
- Set the audio to play automatically: Right-click on the audio icon > "Playback" > Choose "Automatically" (PowerPoint).

### 8. Insert Video File:

- Go to Slide.
- Select "Insert" > "Video" > "Video on My PC"
- Choose the video file and set it to play automatically and on full screen:
- Right-click on the video > "Playback" > Check "Play Full Screen" and "Start Automatically" (PowerPoint).
- For Google Slides, adjust video playback settings under the "Format options."

## **9. Set Timer-Based Transitions:**

- Go to the "Transitions" tab.
- Choose a transition effect (e.g., "Fade").
- Set "Advance Slide" to "After" and set a specific time (e.g., 5 seconds per slide).
- Apply the same transition to all slides by clicking "Apply to All."

## **10. Add Slide Notes:**

- For each slide, add detailed notes that summarize the key points.
- Click on the "Notes" section at the bottom of each slide to enter notes.

## **11. Review and Save the Presentation:**

- Review all slides for consistency, correct transitions, audio/video functionality, and accuracy of content.
- Save the presentation in the desired format (e.g., .pptx).

**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.**

**ANS:**

\*\*\* In Microsoft word\*\*\*

## **BCSL013 - Computer Fundamentals and PC Software**

### **Objectives of the Course**

The BCSL013 course aims to provide a foundational understanding of computer systems, including hardware, software, and networking concepts. The course covers essential topics like computer fundamentals, operating systems, and PC software applications such as Word Processing, Spreadsheets, and Presentation Tools. It equips students with the necessary skills to effectively use personal computers and software tools, fostering digital literacy and technical proficiency for academic and professional use.

### **Multi-Level List for Topics and Subtopics**

#### **Unit 1: Computer Fundamentals**

- Introduction to Computers
- Components of a Computer System
- Types of Computers
- Data Representation and Storage

#### **Unit 2: Operating Systems**

- Introduction to Operating Systems
- Functions of an Operating System
- Types of Operating Systems
- User Interface Management
- File Management

## Unit 3: Word Processing

- Introduction to Word Processing
- Creating and Formatting Documents
- Using Templates and Styles
- Inserting Images, Tables, and Charts
- Reviewing and Printing Documents

### • Unit 4: Spreadsheets

- Introduction to Spreadsheets
- Creating and Managing Worksheets
- Formulas and Functions
- Data Visualization with Charts
- Sorting and Filtering Data

### • Unit 5: Presentation Tools

- Introduction to Presentation Tools
- Creating and Designing Slides
- Adding Animations and Transitions
- Delivering a Presentation

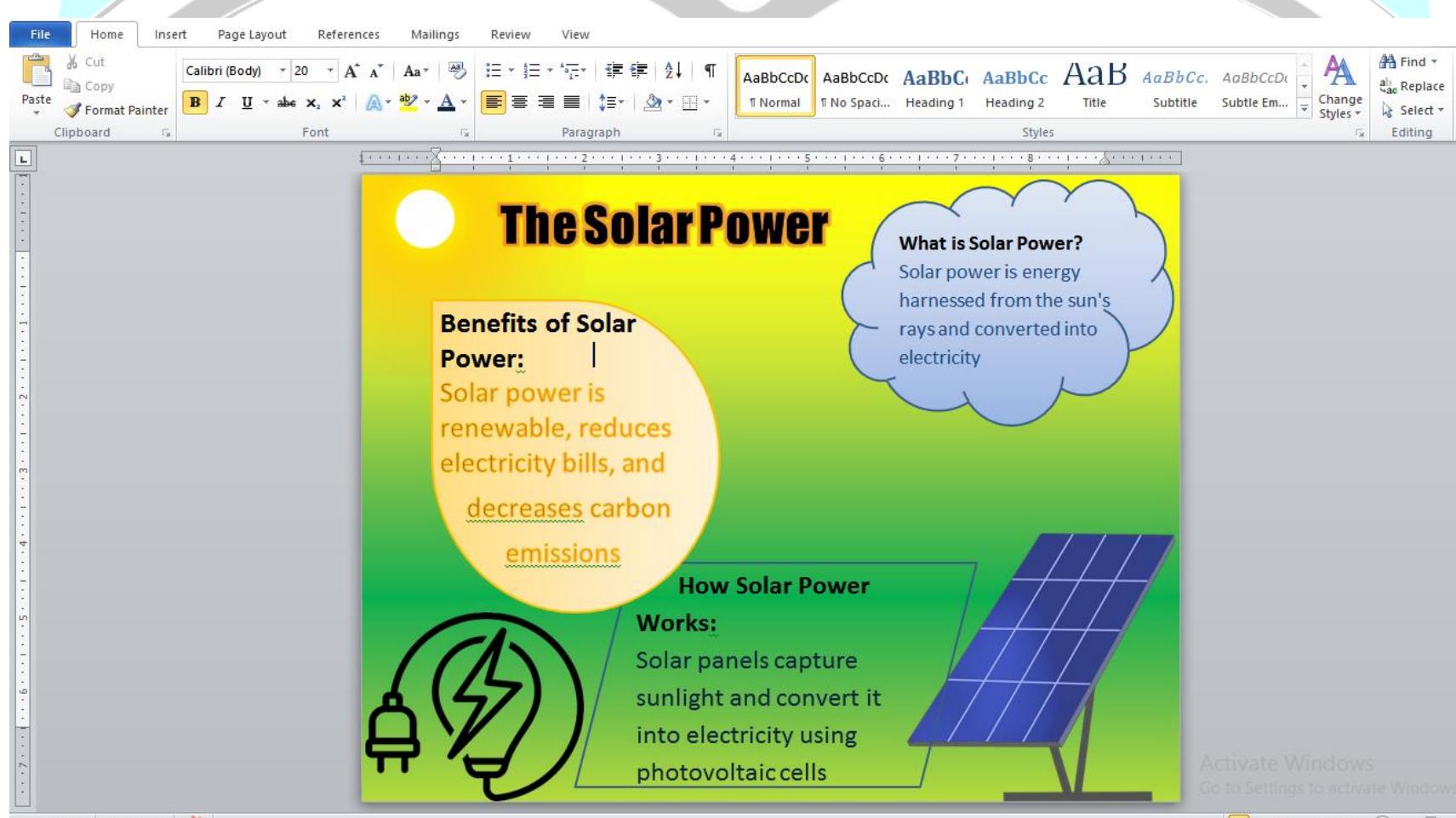
**Table of Units**

Unit Number	Unit Title	Number of Pages
1	Computer Fundamentals	25
2	Operating Systems	30
3	Word Processing	20
4	Spreadsheets	28
5	Presentation Tools	22

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

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.

**ANS:**



## Steps to Create the Flyer on “The Solar Power”

### 1. Open a Word Processor or Design Tool:

- Open Microsoft Word for designing the flyer.

### 2. Set Up the Page Layout:

- Set the page orientation to Landscape.
- Go to the "Layout" tab to adjust the orientation and margins.

### 3. Choose a Background:

- Add a solid or gradient background color that represents solar power (e.g., a bright yellow or orange gradient representing sunlight).
- To add a background color in Microsoft Word: Go to the "Design" tab > "Page Color" > Choose the color.

### 4. Add a Title:

- Add the main title: "The Solar Power" at the top.
- Choose a large, bold font (e.g. Impact) and set the font size to 48 points.
- Apply effects such as shadows, outlines, and gradients.

### 5. Insert Images:

- Insert images (e.g., solar panels, sun, electricity icons) to make the flyer visually appealing.
- To insert an image: Go to "Insert" > "Pictures" in Microsoft Word
- Place the images strategically to complement the text and not overwhelm the content.

### 6. Add Informative Content:

- Write a short paragraph or bullet points on:
- What is Solar Power?
- Benefits of Solar Power
- How Solar Power Works
- Use different fonts and sizes for headings and subheadings (e.g., 24 points for headings, 16 points for subheadings).

### 7. Use Text Boxes and Shapes:

- Use text boxes to separate different sections and to place content attractively.
- Insert shapes like circles or rectangles with colors to highlight key points.
- In Microsoft Word, use "Insert" > "Text Box" or "Shapes".

### 8. Customize Fonts and Colors:

- Apply different font styles (e.g., Sans-serif for modern look) and colors (e.g., green for eco-friendly, orange for solar energy).
- Make headings bold and use contrasting colors for emphasis.

### 9. Apply Finishing Touches:

- Review the flyer for balance between text and images.
- Adjust alignment, spacing, and margins to ensure the flyer looks professional.

## 10. Save the Document and Export as PDF:

- Save the flyer in the desired format (e.g., .docx).
- To export as PDF:** Go to "File" > "Save As" > Choose PDF format.
- Name the file e.g., "The\_Solar\_Power\_Flyer.pdf."

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

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:

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

$$G = B + DA$$

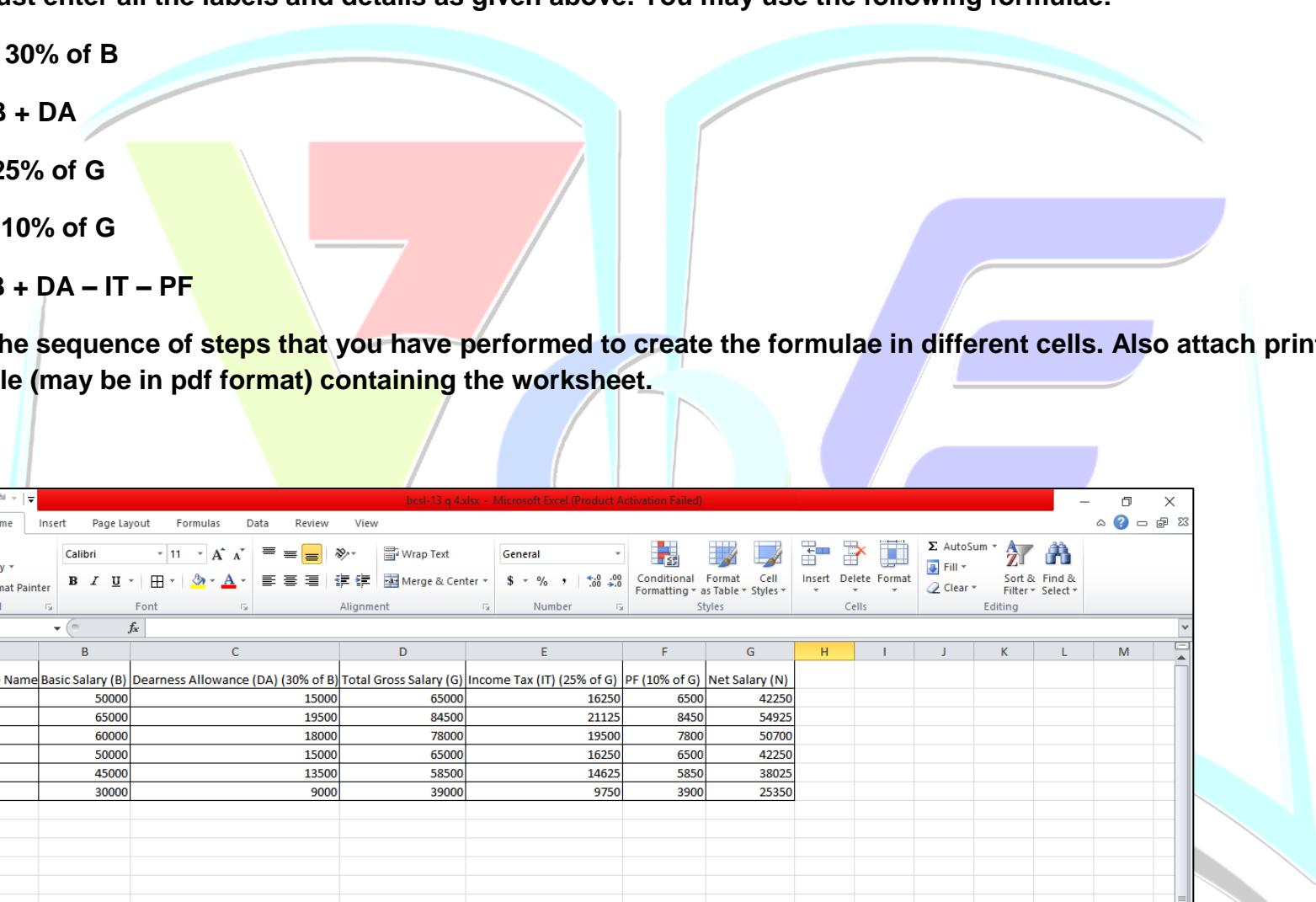
$$IT = 25\% \text{ of } G$$

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

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

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.

Ans:



A screenshot of Microsoft Excel showing a payroll worksheet. The table has 7 columns and 13 rows. The columns are labeled: 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), and Net Salary (N). The data rows are as follows:

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	15000	65000	16250	6500	42250
Mohit	65000	19500	84500	21125	8450	54925
Siraj	60000	18000	78000	19500	7800	50700
David	50000	15000	65000	16250	6500	42250
Phillip	45000	13500	58500	14625	5850	38025
Roger	30000	9000	39000	9750	3900	25350

## Steps to Create the Payroll Worksheet

### 1. Open a Spreadsheet Application:

- Open Microsoft Excel.

### 2. Enter the Labels and Employee Details:

- Row 1: Enter column headers:**

A1: "Employee Name"

B1: "Basic Salary (B)"

C1: "Dearness Allowance (DA) (30% of B)"

D1: "Total Gross Salary (G)"

E1: "Income Tax (IT) (25% of G)"

F1: "PF (10% of G)"

G1: "Net Salary (N)"

- **Rows 2 to 7: Enter the employee names and their basic salaries:**

A2: "Raman", B2: "50000"

A3: "Mohit", B3: "65000"

A4: "Siraj", B4: "60000"

A5: "David", B5: "50000"

A6: "Phillip", B6: "45000"

A7: "Roger", B7: "30000"

### 3. Enter the Formulae for Calculations:

- **DA (Dearness Allowance):**

- In cell C2, enter the formula:  
 $=B2 * 30\%$ 
  - This calculates 30% of the Basic Salary (B).
- Drag the fill handle from C2 down to C7 to apply the formula for all employees.

- **Total Gross Salary (G):**

- In cell D2, enter the formula:  
 $=B2 + C2$ 
  - This adds the Basic Salary (B) and Dearness Allowance (DA) to compute the Total Gross Salary (G).
- Drag the fill handle from D2 down to D7 to apply the formula for all employees.

- **Income Tax (IT):**

- In cell E2, enter the formula:  
 $=D2 * 25\%$ 
  - This calculates 25% of the Total Gross Salary (G) as Income Tax (IT).
- Drag the fill handle from E2 down to E7 to apply the formula for all employees.

- **Provident Fund (PF):**

- In cell F2, enter the formula:  
 $=D2 * 10\%$ 
  - This calculates 10% of the Total Gross Salary (G) as Provident Fund (PF).
- Drag the fill handle from F2 down to F7 to apply the formula for all employees.

- **Net Salary (N):**

- In cell G2, enter the formula:  
 $=B2 + C2 - E2 - F2$ 
  - This computes the Net Salary by subtracting Income Tax (IT) and Provident Fund (PF) from the sum of Basic Salary (B) and Dearness Allowance (DA).
- Drag the fill handle from G2 down to G7 to apply the formula for all employees.

### 4. Review and Format the Worksheet:

- Adjust column widths to ensure all data is visible.
- Add borders to the table for a clearer presentation.

### **5. Save and Export the Worksheet:**

- Save the worksheet with an appropriate name, such as "Company\_Payroll.xlsx".
  - To export as a PDF:
    - In Microsoft Excel: Go to File > Save As > PDF.

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

**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.**

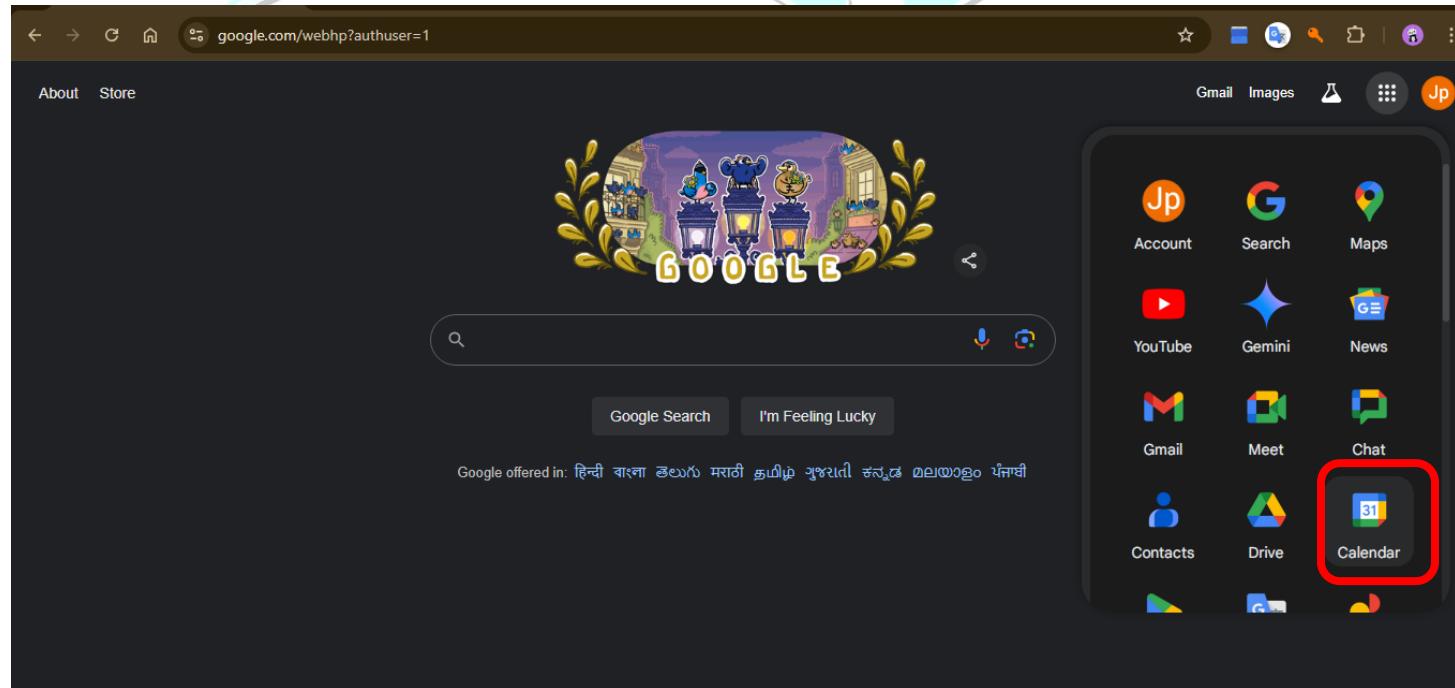
a) Make a weekly meeting schedule for a group meeting, along with two other BCA students, about the agenda – “Process of Assignment Submission”. This weekly meeting should be scheduled for two consecutive weeks.

**ANS:**

## **Steps to Create a Weekly Meeting in Google Calendar:**

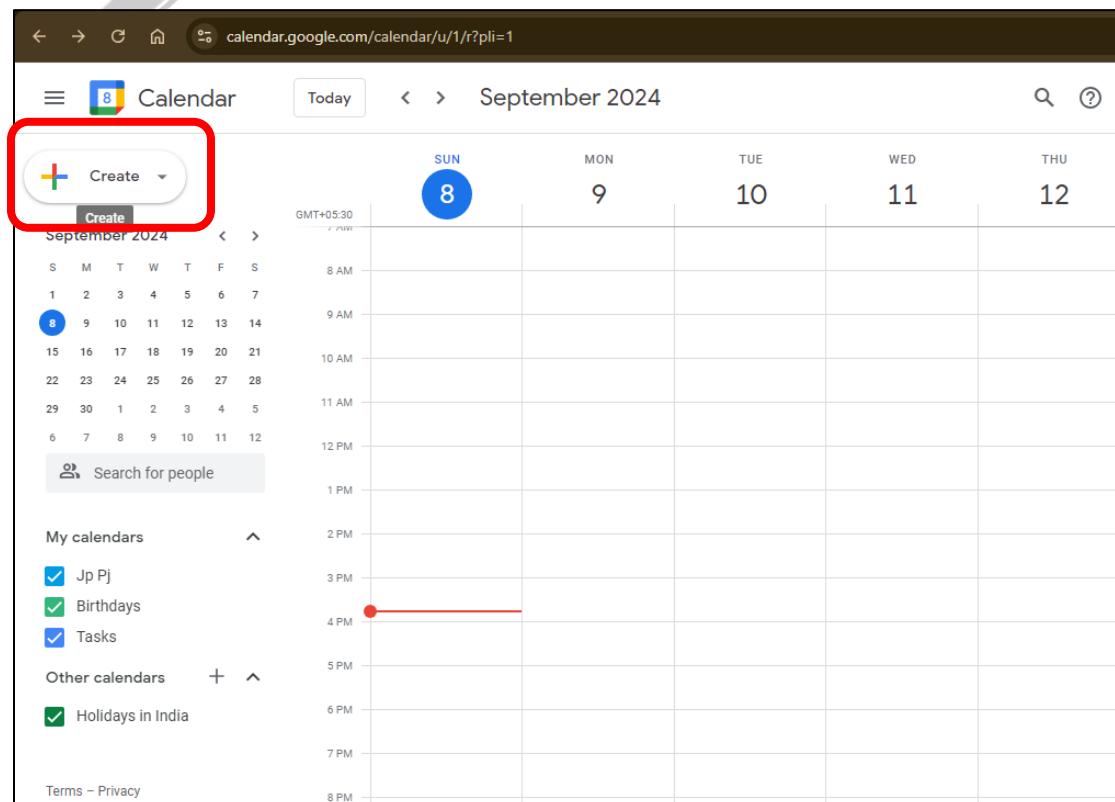
## **1. Open Google Calendar:**

- Go to Google Calendar and sign in with your G Suite account.



## **2. Create a New Event:**

- Click on the "+ Create" button (usually located on the left side of the screen).



### 3. Set Up the Meeting Details:

- **Title:** Enter the meeting title, e.g., “**Group Meeting: Process of Assignment Submission**”.
- **Date and Time:** Choose the date and time for the first meeting.
- **Repeat Setting:**
  - Click on the “Does not repeat” dropdown and select “Custom...”.
  - Set it to repeat **Weekly** and specify it should end after 2 occurrences (two consecutive weeks).

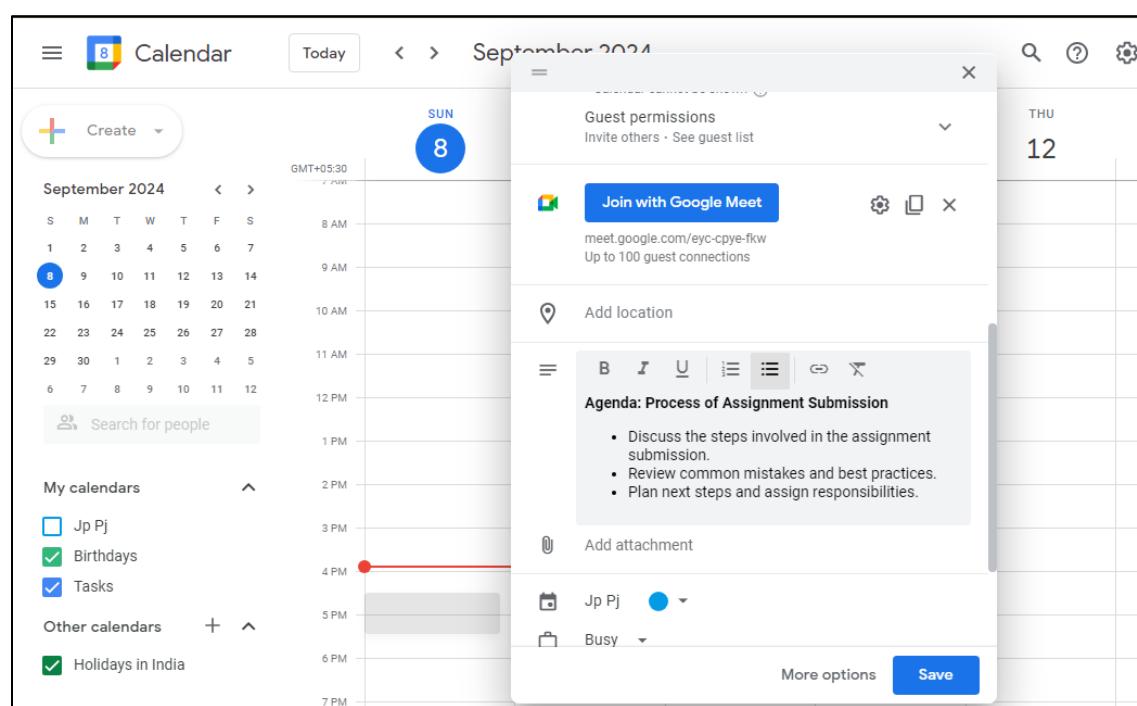
### 4. Set the Agenda and Description:

- In the “**Description**” field, add the agenda for the meeting:
- **Agenda: Process of Assignment Submission**

Discuss the steps involved in the assignment submission.

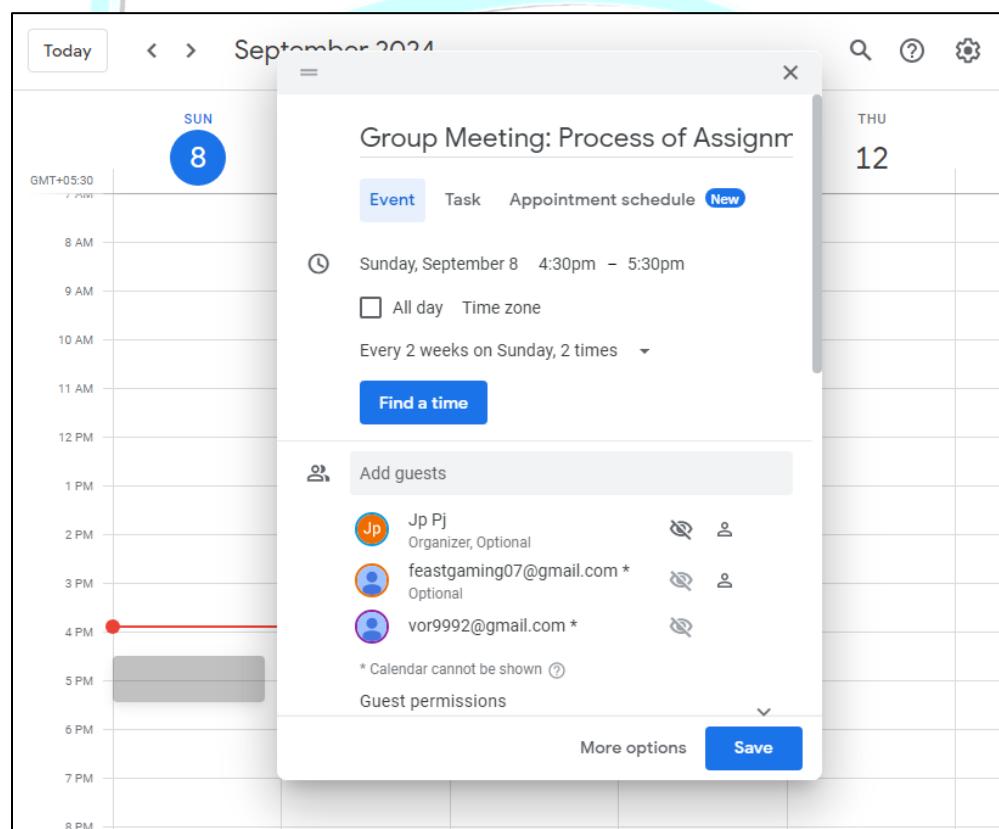
Review common mistakes and best practices.

Plan next steps and assign responsibilities.



### 5. Add Participants:

- In the “**Add guests**” field, enter the email addresses of the two other BCA students who will attend the meeting.

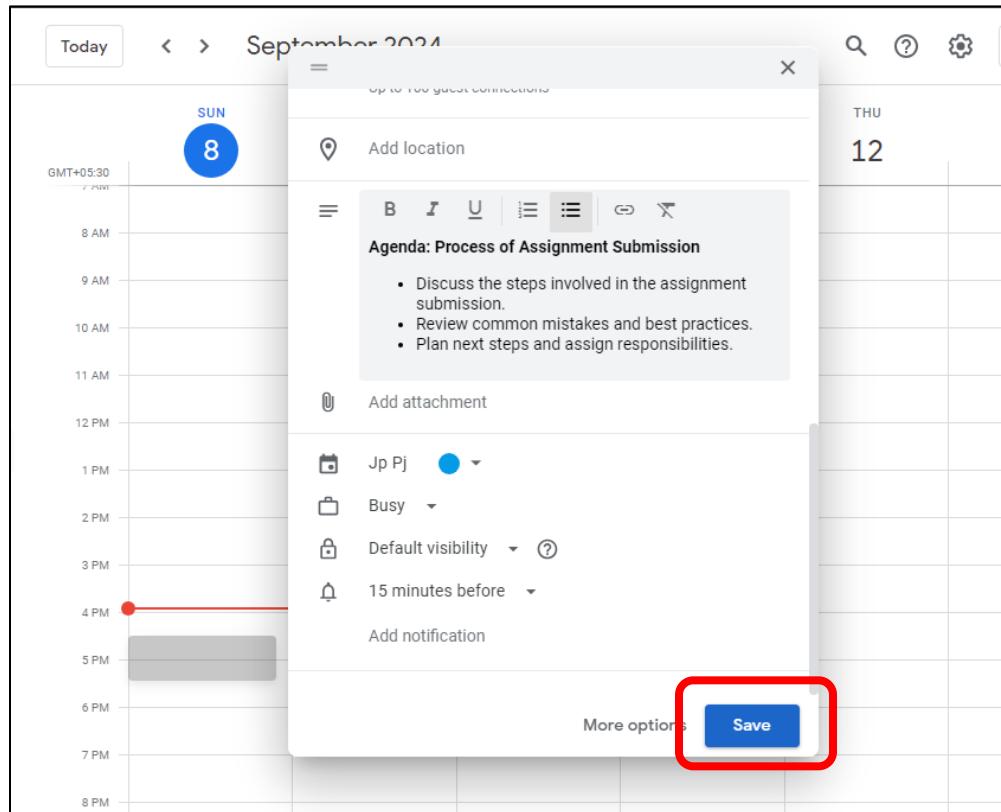


## 6. Adjust Notifications and Reminders:

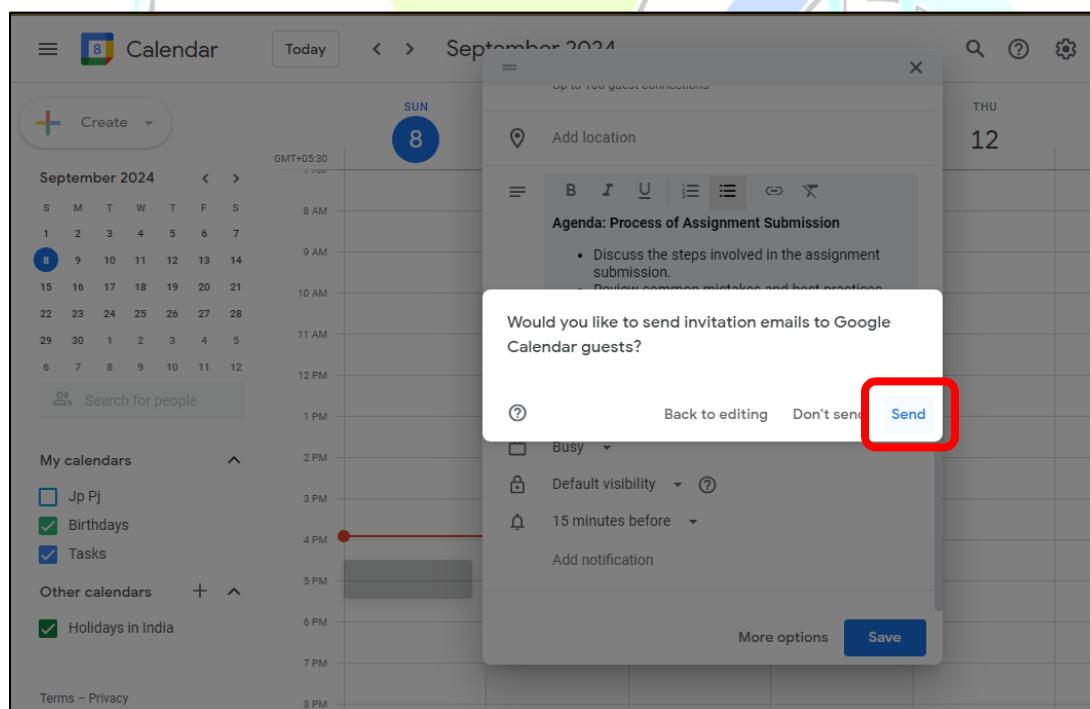
- Set a notification for 10 minutes before the meeting to remind all participants.

## 7. Save the Event:

- Click "Save" to schedule the meeting.
- A pop-up will appear asking if you want to send invitations to the guests. Click "Send".

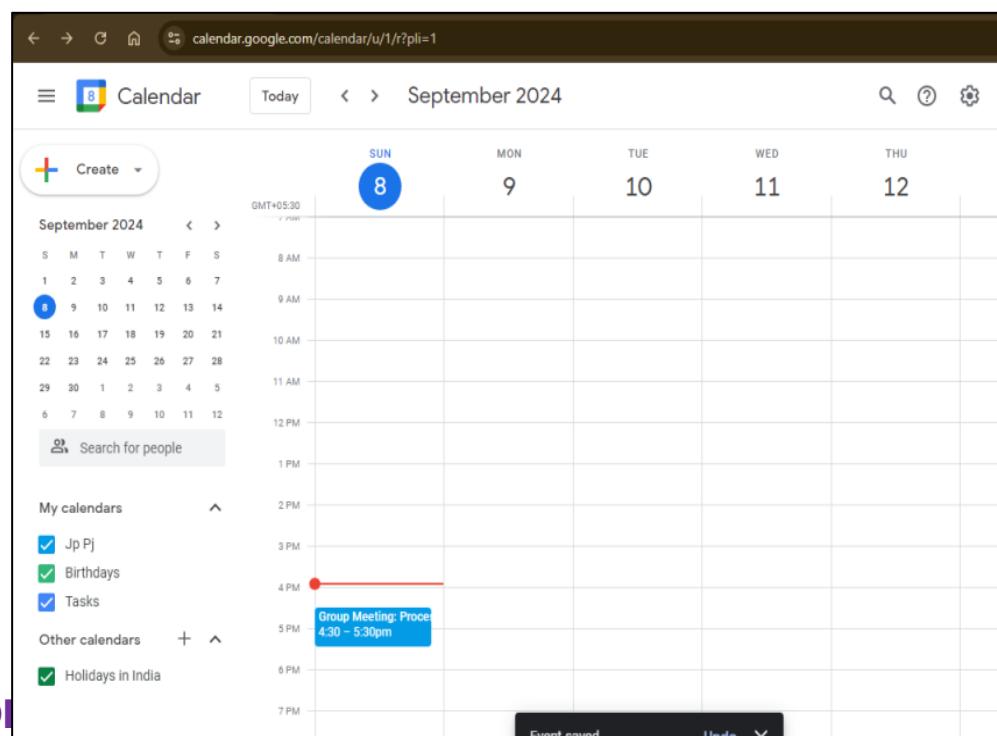


## 8. Invite the guests by sending them an email



## 9. Confirm the Meeting Schedule:

- Check your Google Calendar to ensure the meeting is scheduled correctly for two consecutive weeks.



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**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.**

**ANS:**

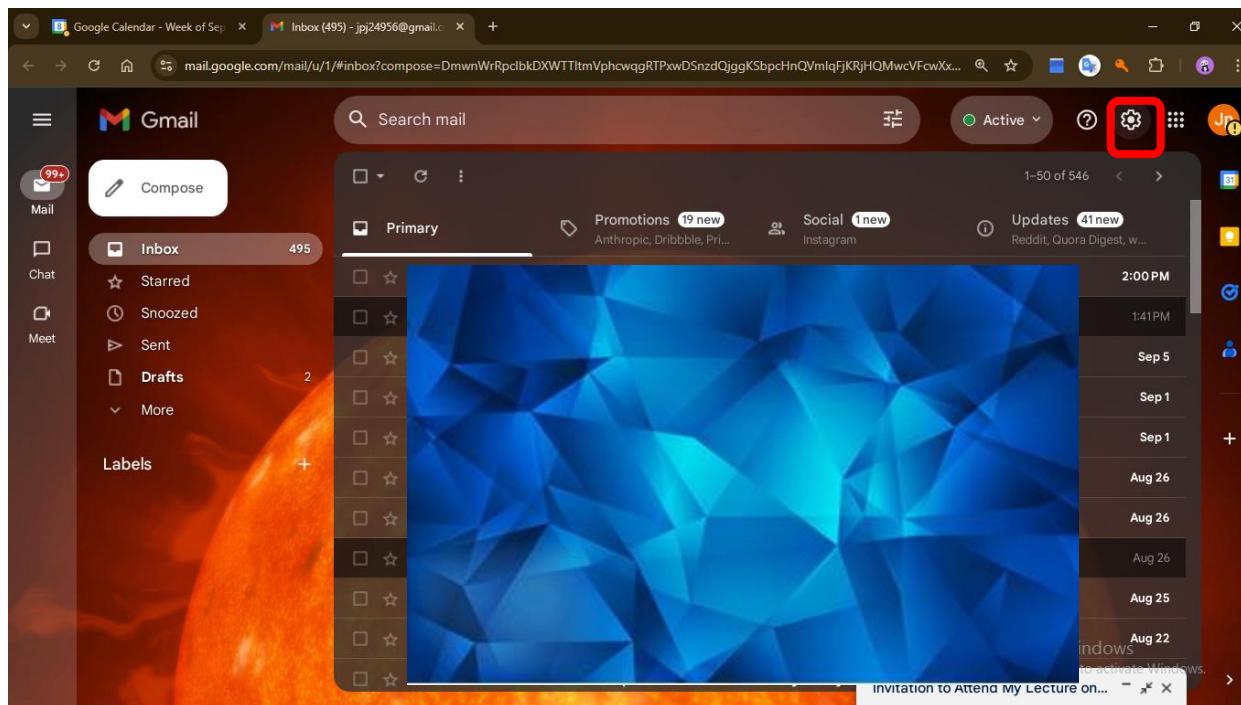
### **Steps to Create and Add a Signature in G Suite (Gmail):**

#### **Open Gmail:**

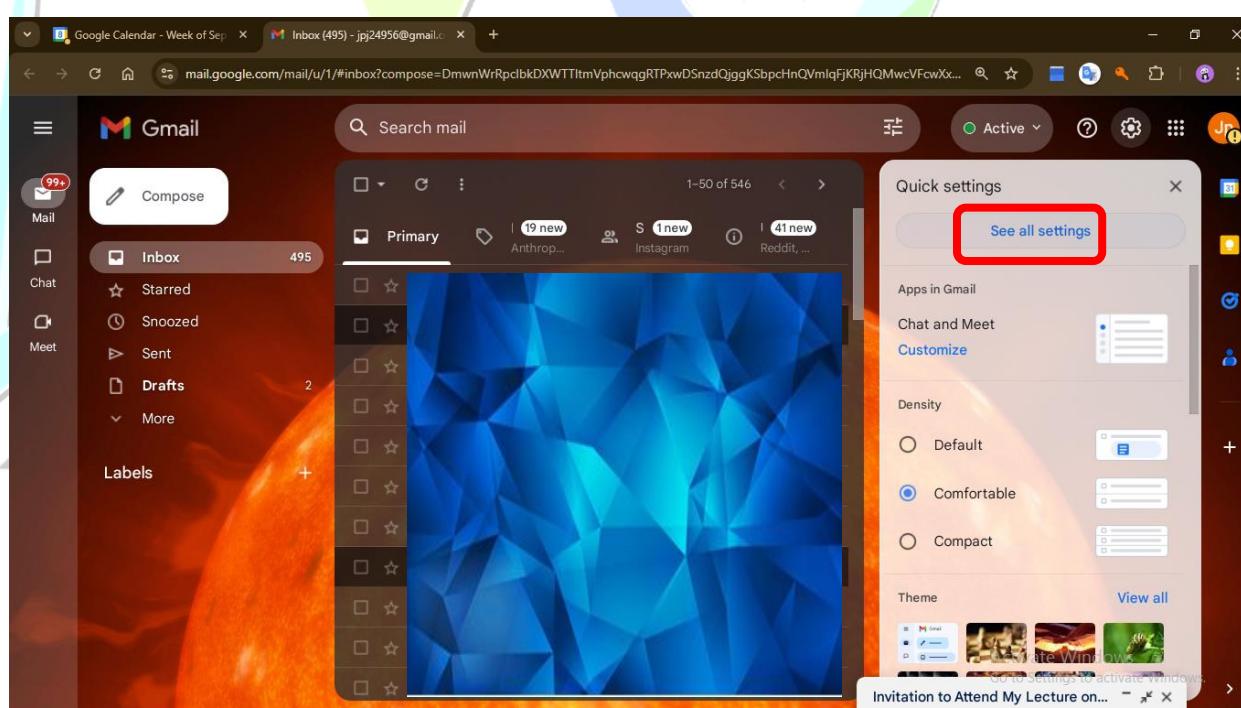
- Go to Gmail and log in with your G Suite account.

#### **1. Go to Settings:**

- Click on the gear icon in the top right corner.
- Select "See all settings."



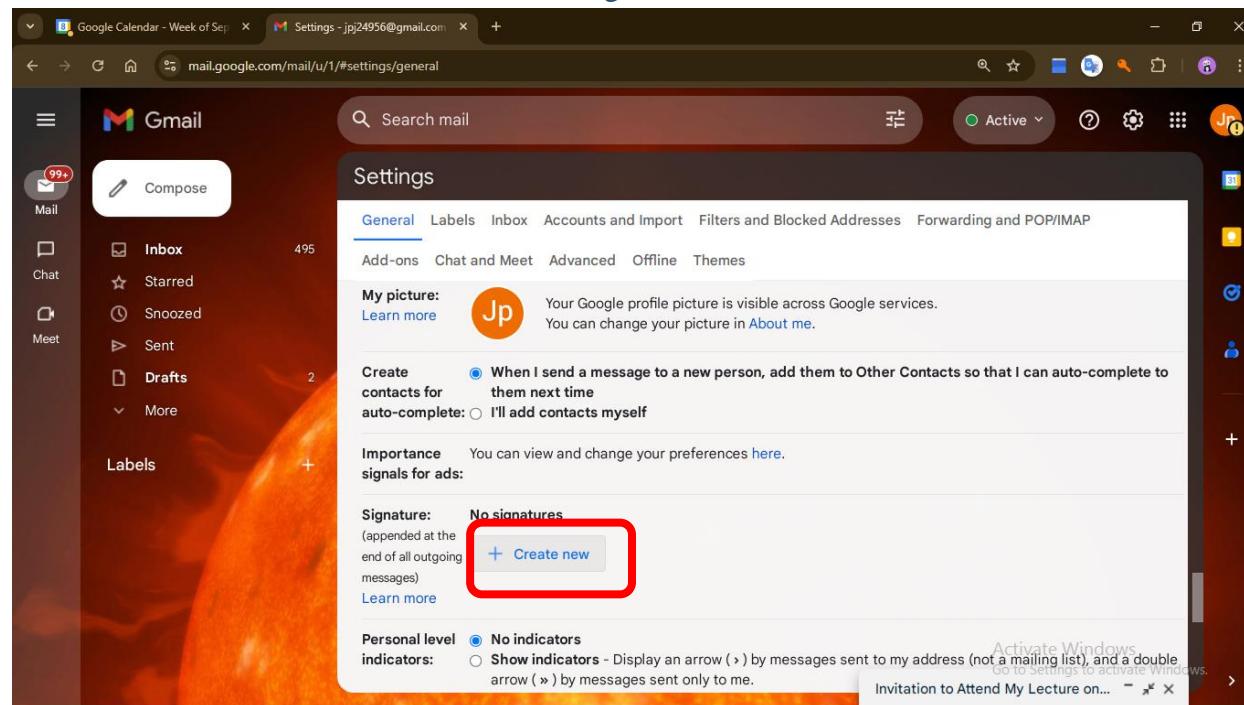
- Click on see all settings.



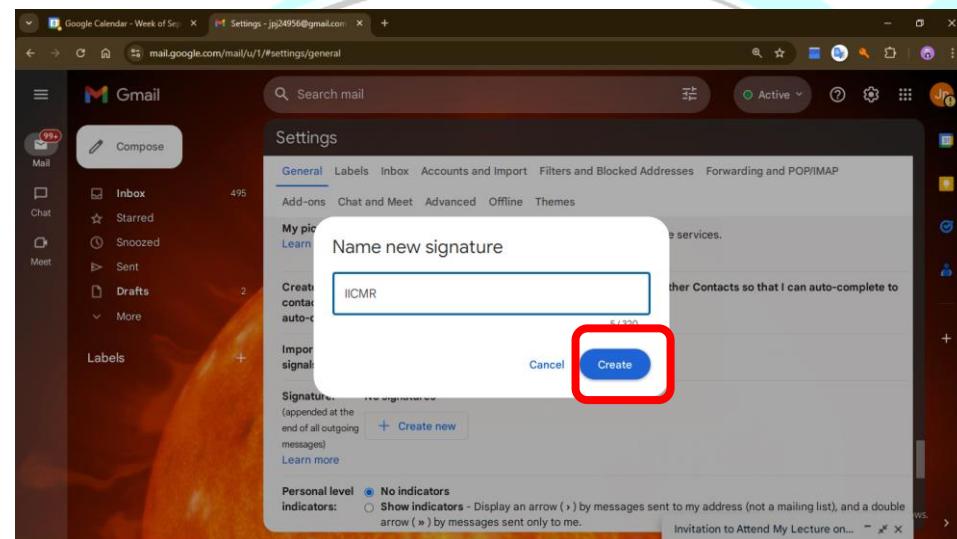
## 2. Create Your Signature:

- Go to the "General" tab and scroll down to the "Signature" section.

- Click on "+ Create New" to create a new signature.



### Name the signature



- Enter your signature details, like:

Best regards,

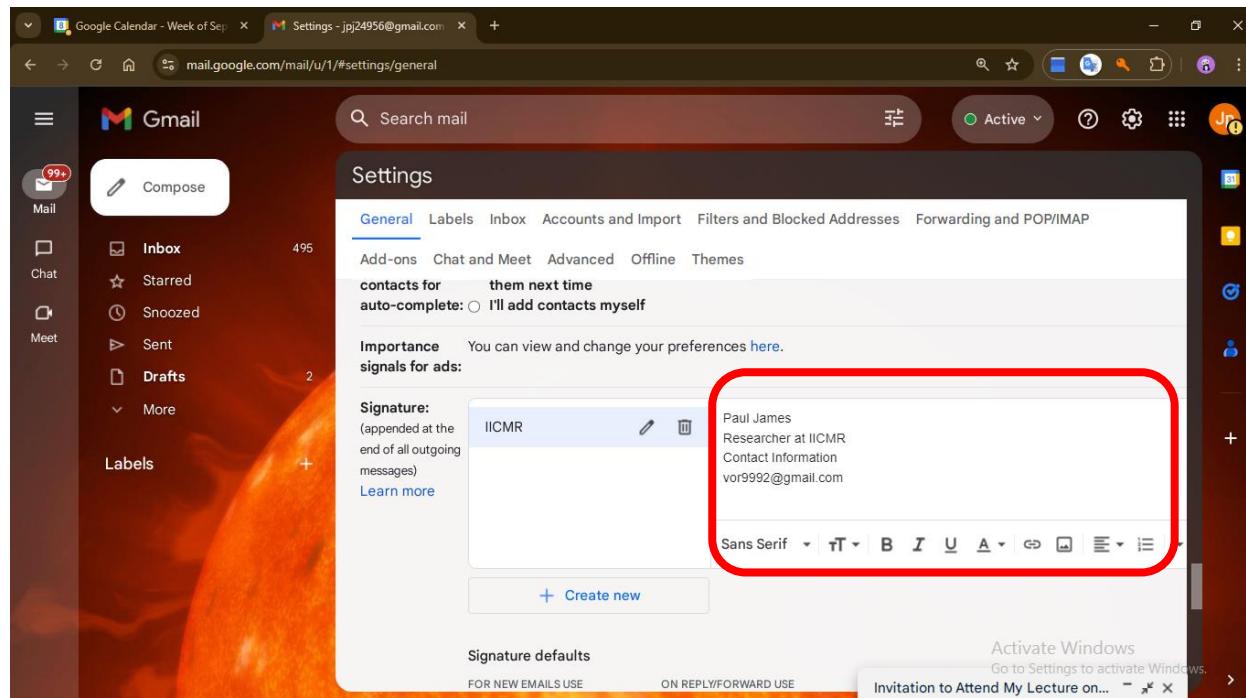
[Your Name]

[Your Position]

[Your Contact Information]

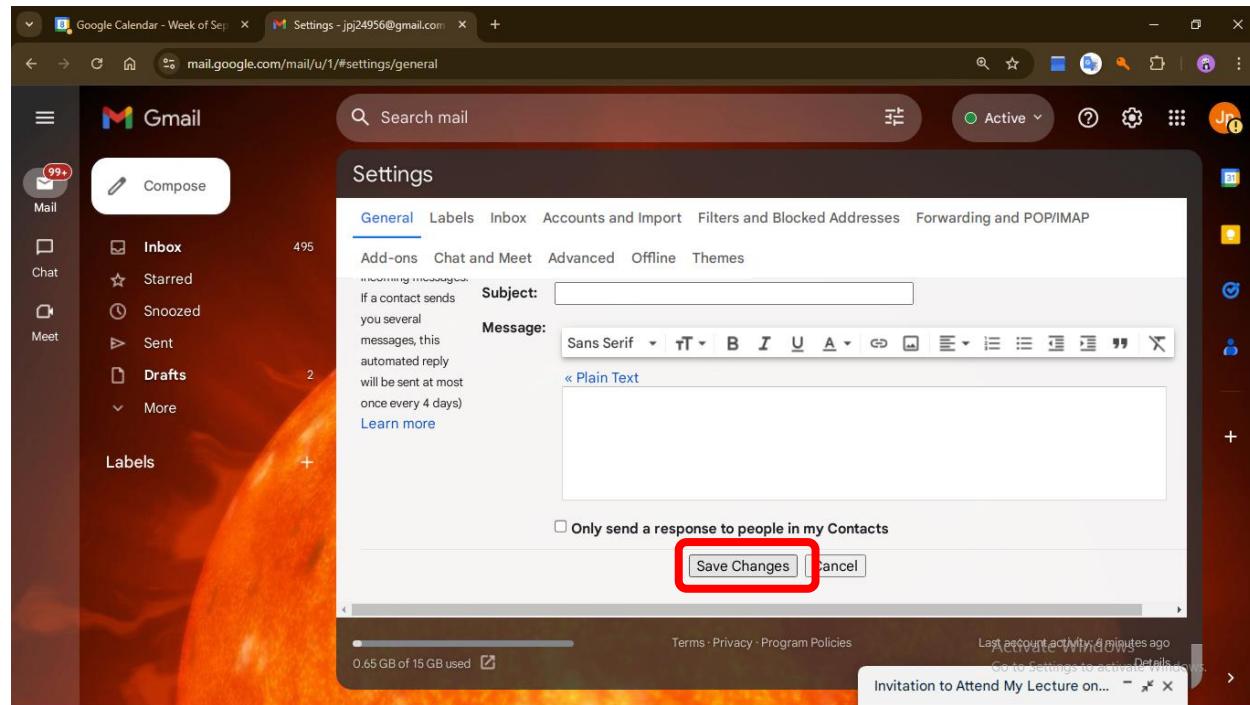
[Your Email Address]

Customize the font, size, and style as the desired style.

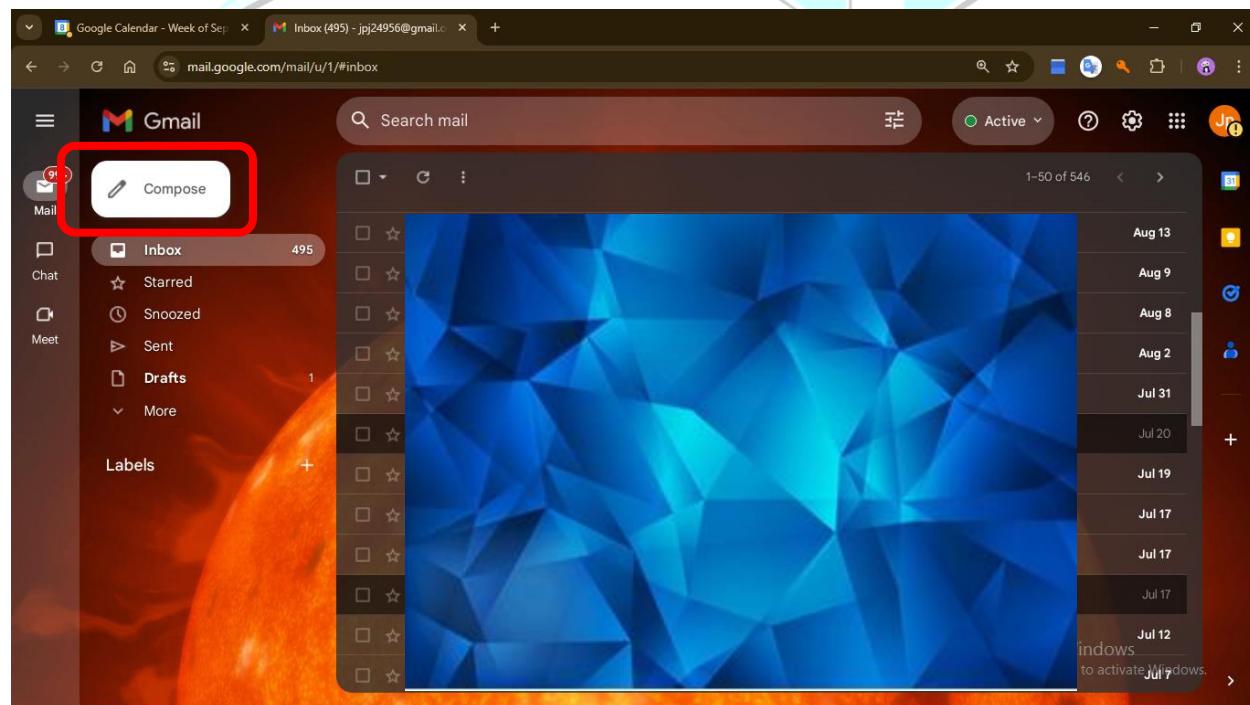


## Save Changes:

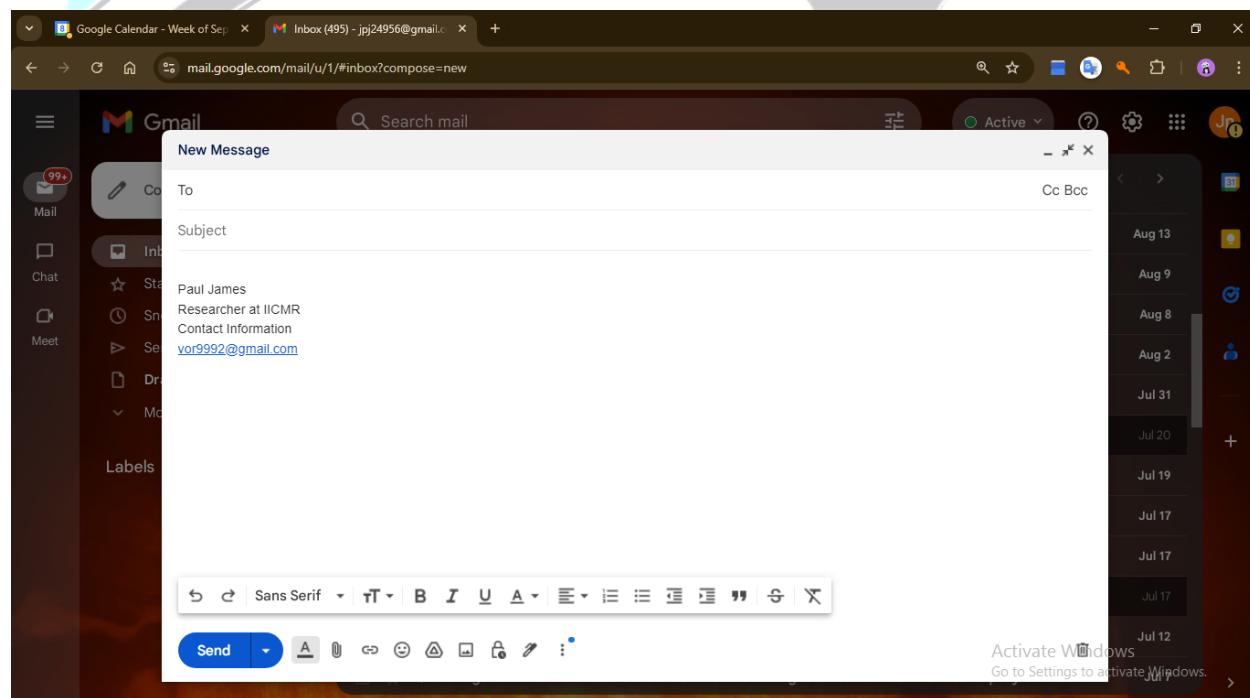
- Scroll down and click on "Save Changes."



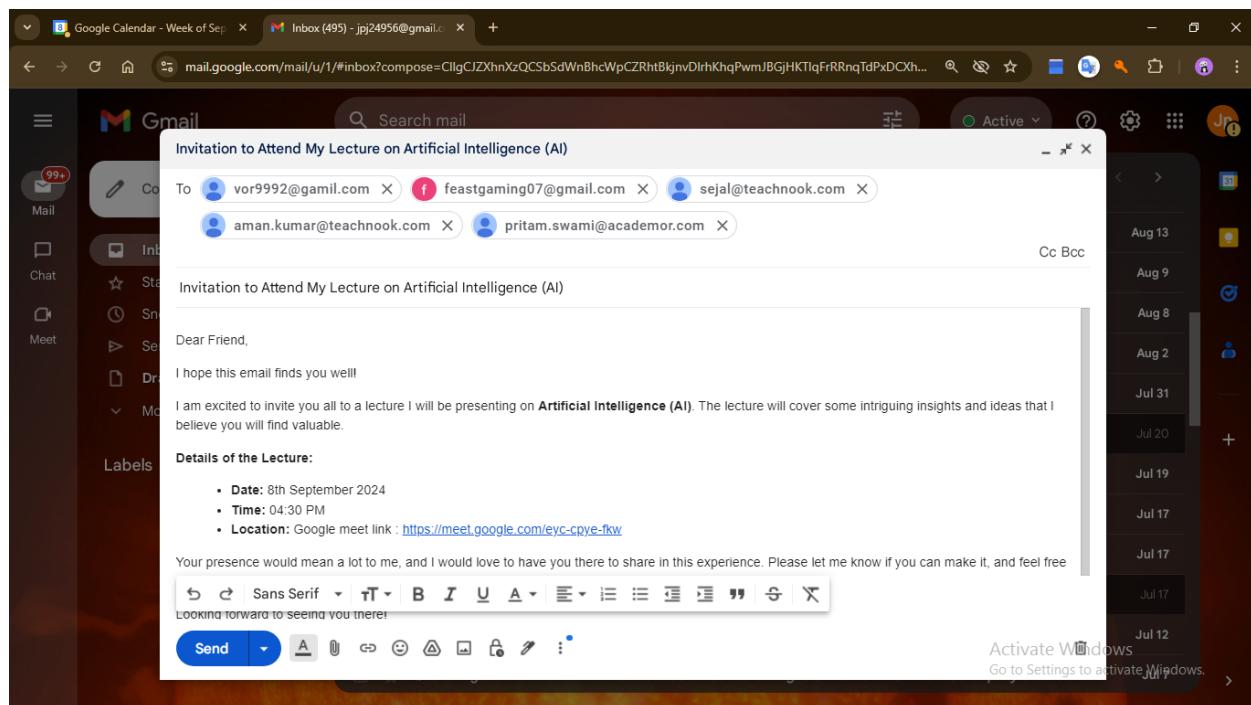
## Now compose a new mail



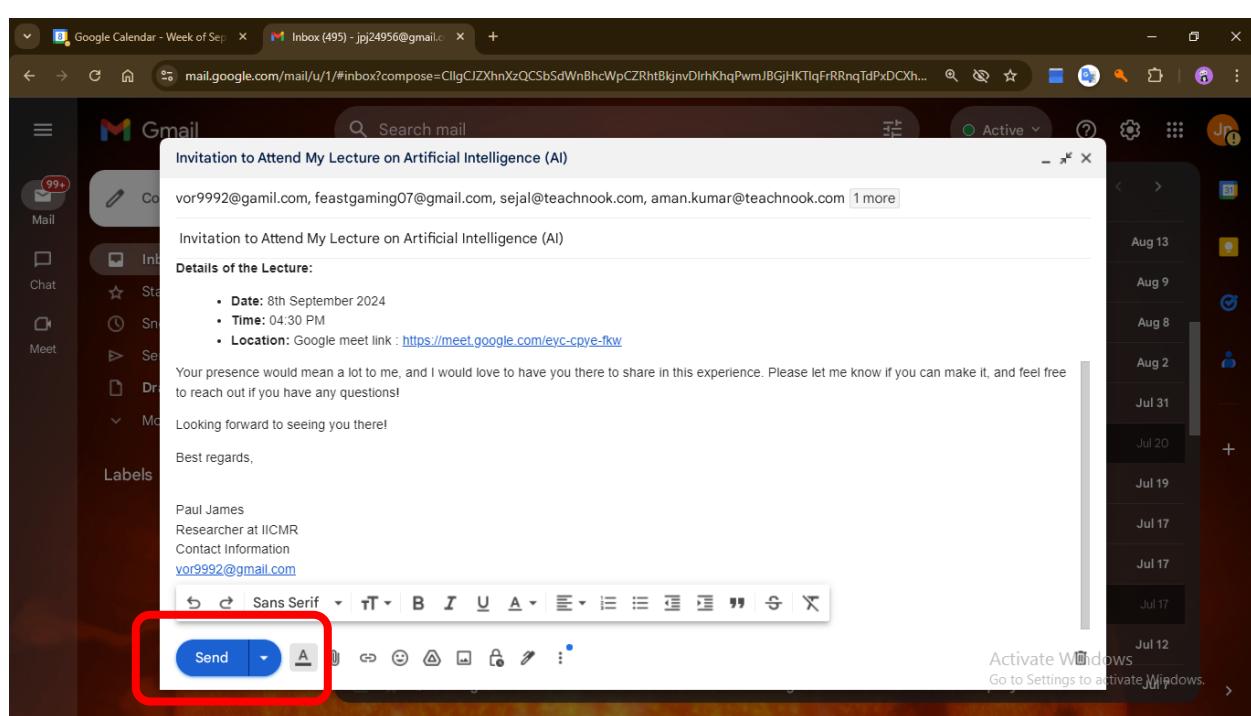
## Here the signature is preloaded when we compose a new mail



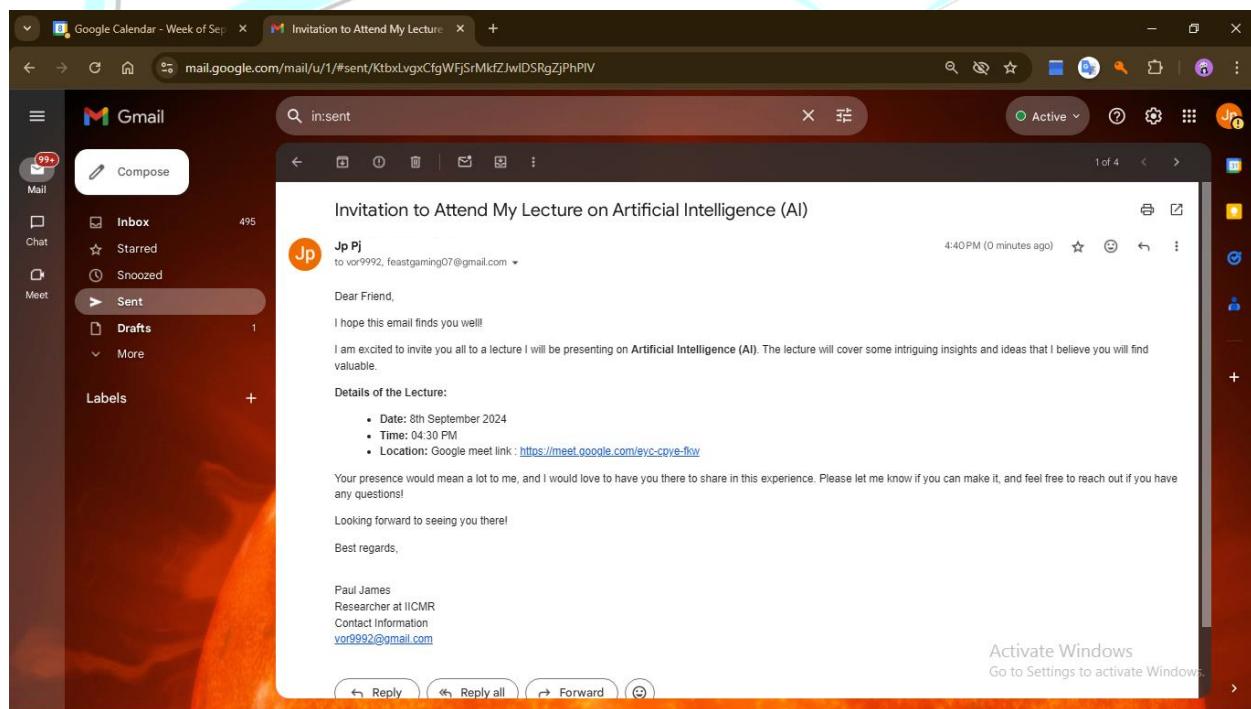
Add the email id which we want to send the mail and write the content and subject of the mail.



Then click on the send button to send the mail.



Recipient receive the mail as :



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

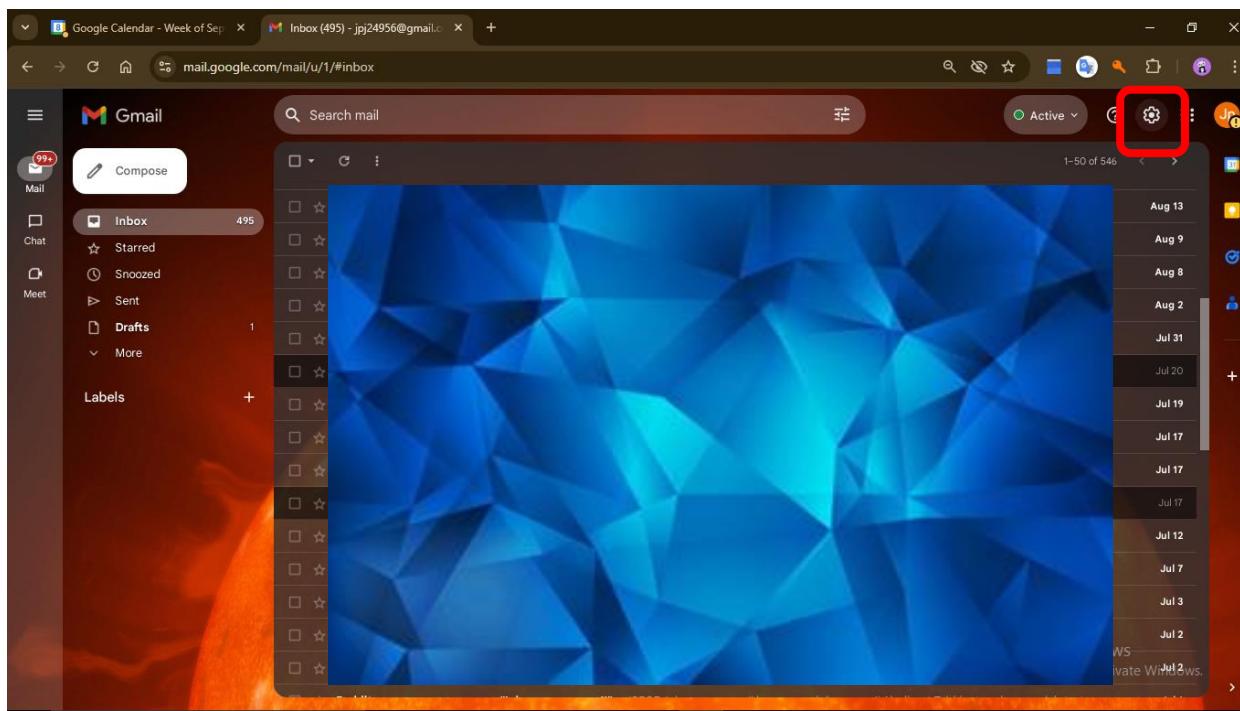
ANS:

**1. Open Gmail:**

- Go to Gmail and log in with your G Suite account.

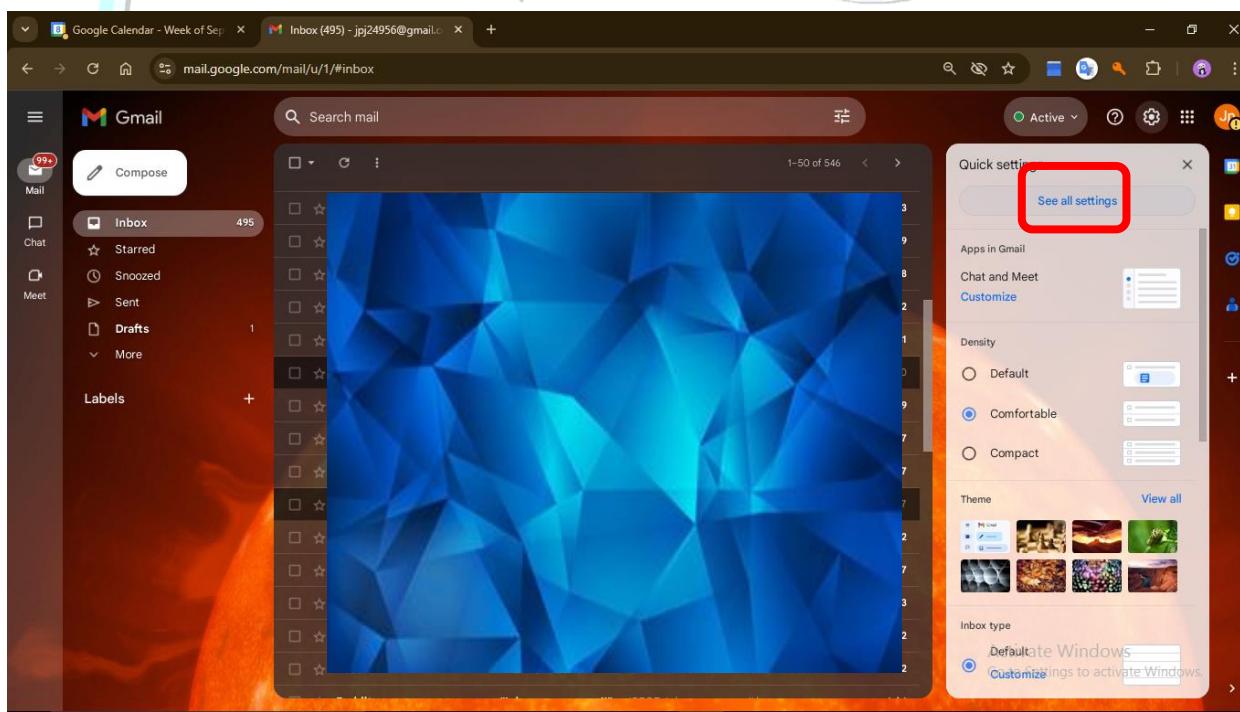
**2. Go to Settings:**

- Click on the gear icon in the top right corner.
- Select "See all settings."



**3. Set Up Out of Office Auto-Reply:**

- Click on the see all settings button
- Go to the "General" tab and scroll down to the "Vacation responder" section.
- Check the box for "Vacation responder on."



#### 4. Enter the Details:

**First Day:** Enter the start date of your vacation (e.g., 5th December 2024).

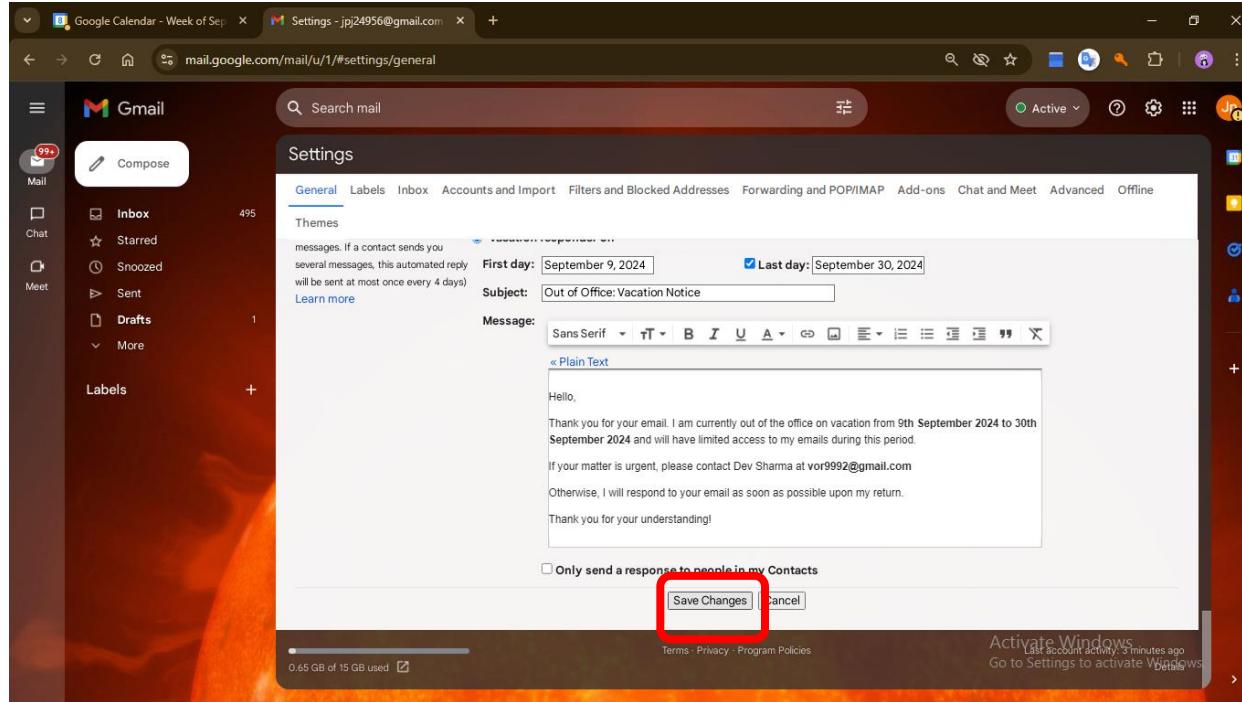
**Last Day:** Enter the end date of your vacation (e.g., 12th December 2024).

**Subject:** Enter "Out of Office: Vacation Notice."

**Message:** Copy and paste the vacation message template provided above.

#### 5. Save Changes:

- Scroll down and click on "Save Changes."



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.

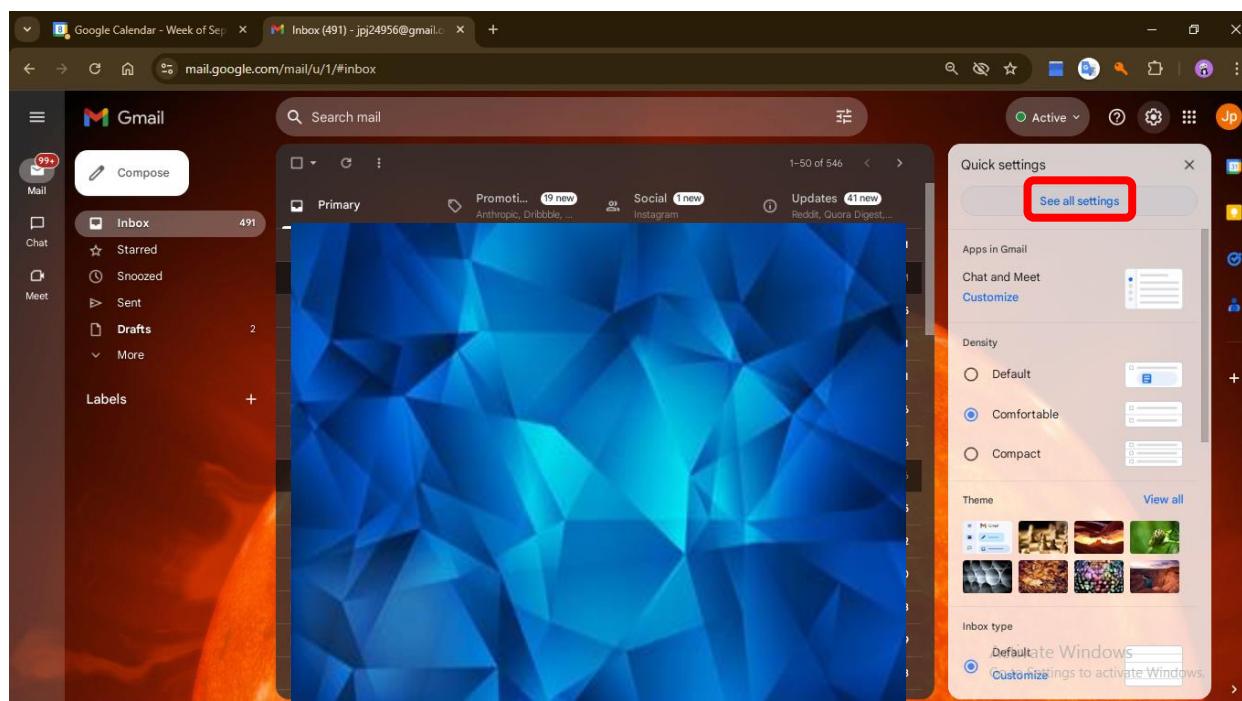
#### ANS: Steps to Automatically Delete Emails from a Specific Sender

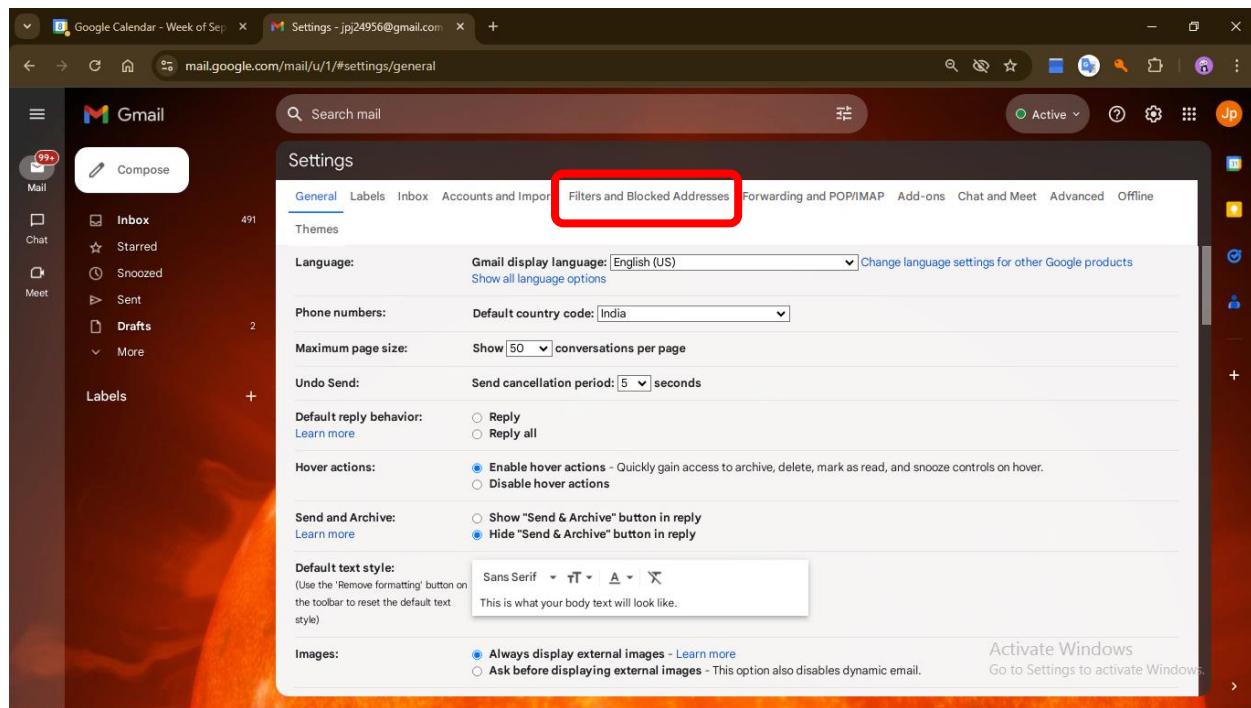
##### 1. Open Gmail:

- Go to Gmail and log in with your G Suite account.

##### 2. Access Filters and Blocked Addresses:

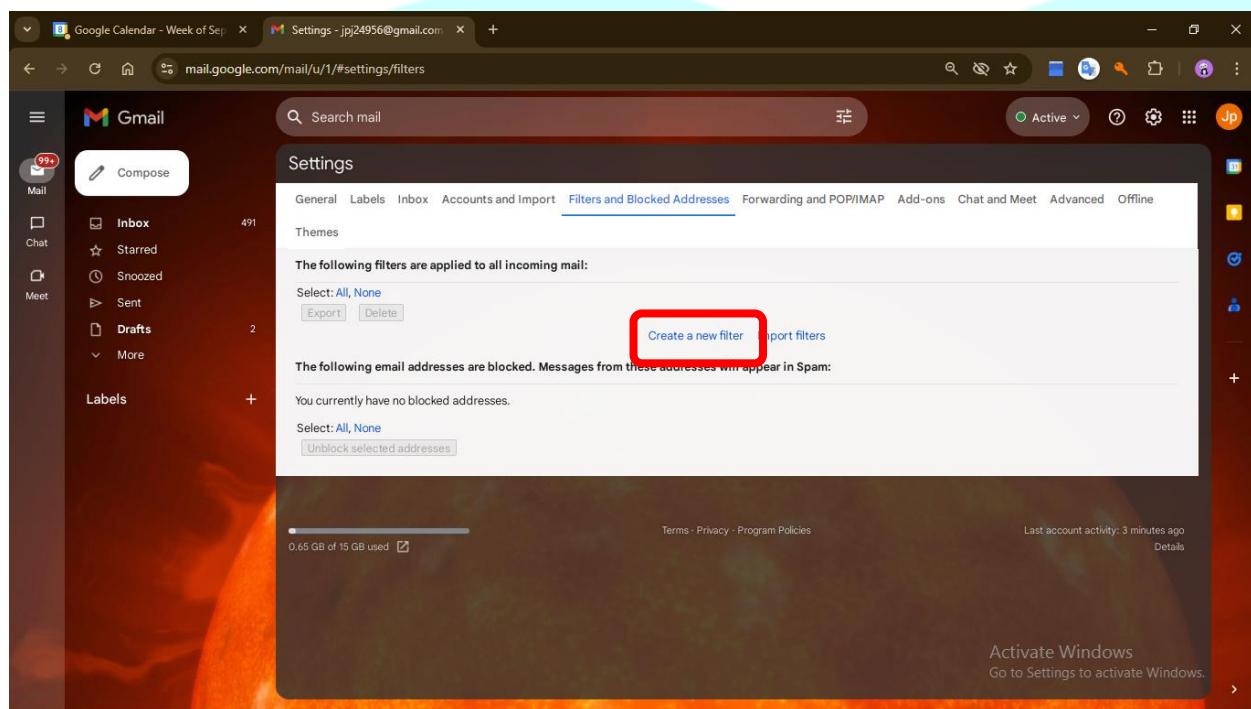
- Click on the gear icon in the top right corner.
- Click on see all settings.
- Select "See all settings".
- Go to the "Filters and Blocked Addresses" tab.





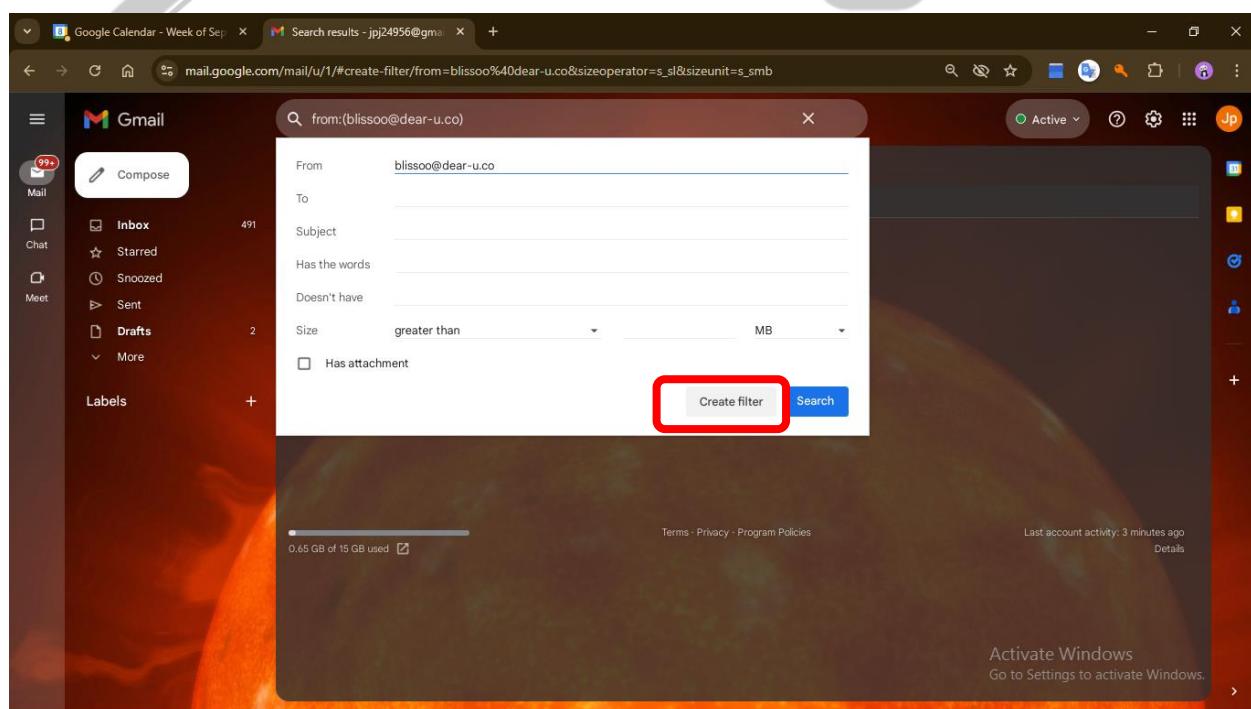
### 3. Create a New Filter:

- Click on "Create a new filter".



### 4. Specify the Sender's Email Address:

- In the "From" field, enter the email address of the sender whose emails you want to delete.
- Click "Create filter" with this search.

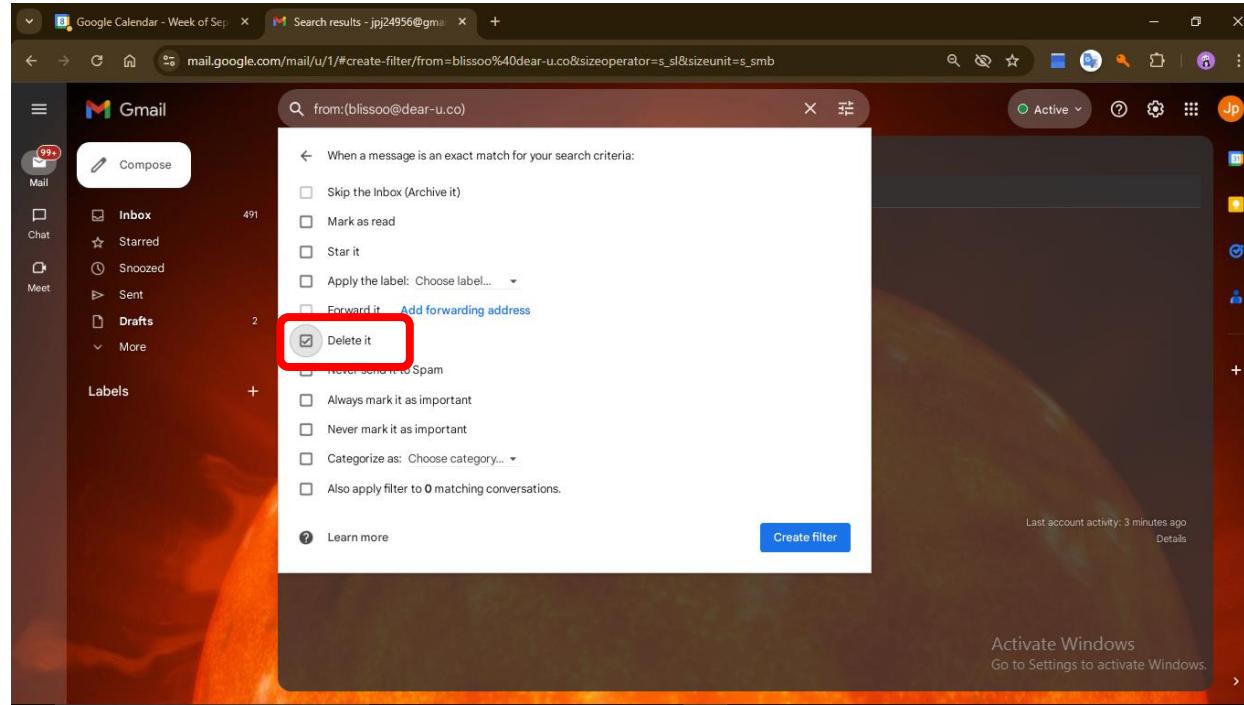


## 5. Choose the Action to Perform:

- Check the box next to "Delete it" to automatically delete emails from this sender.
- Optionally, you can check "Also apply filter to matching conversations" if you want to apply this filter to existing emails from the sender.

## 6. Create the Filter:

- Click "Create filter" to activate it.



## 7. Filter is created

