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| Course Code : | BCSL-013 |
| Course Title : | Computer Basics and PC Software Lab |
| Assignment Number : | BCA(I)/L-013/Assignment/2024-25 |
| Maximum Marks : | 100 |
| Weightage : | 25% |
| Last date of Submission : | 31stOctober, 2024 (For July Session) |
| : | 30thApril, 2025 (For January Session) |

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

1. chmod
2. ls
3. 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

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

(minimum 10 slides) having the following features: 16 Marks

1. All slides should use a common design template.
2. Add an audio file to a slide. Also, add a video file that should run on a full-screen.
3. All the slides should have timer-based transitions.
4. 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:

1. 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

1. 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% of B

G = B + DA

IT = 25% of G

PF = 10% 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

1. Make a weekly meeting schedule for a group meeting, along with two other BCA students, about the agenda two consecutive weeks.

1. 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.

1. 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).

1. 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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