

Course Code	:	BCSL-013
Course Title	:	Computer Basics and PC Software
Assignment Number	:	BCA(1)/L-013/Assignment/2019-20
Maximum Marks	:	100
Weightage	:	25%
Last date of Submission	:	15th October, 2019(For July 2019 Session)
	:	15th April, 2020 (For January 2020 Session)

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

Section1: Linux operating system

- Q1. (a)** Run the following (Linux commands and write the output) **(10)**
- ls-a
 - ls-l
 - mkdir
 - pwd
 - chmod
- (b)** Perform the following tasks in Linux **(6)**
- (i) Display the last 20 lines of a text file (you need to create a text file)
 - (ii) Display the first 15 lines of any text file
 - (iii) To count the no of times word IGNOU has occurred in a text file.

Section 2: Power point

- Q2.** Create a Power Point Presentation on the important features of Windows OS (minimum 10 slides) **(16)**
- (i) All slides should follow the common design format
 - (ii) Add a video to at least one slide which can be run on full screen option
 - (iii) All the slides should have timer based transition.
 - (iv) All the slides should have perform heading and slide notes.
 - (v) Each slide should have one image related to Windows operating system.

Section 3: Word Processing

- Q3. (a)** Create a letter head of your study center where you are enrolled and insert the water mark with that study center name in the letter head. The following guidelines to be followed. **(8)**
- The logo of the company should be placed in the center.
 - Name, address – left side should be placed at.
 - Email ID, IP address of the study center should be shown at right side.
 - Display the ruler bar and the vertical bar to the top of the page.
- (b)** Design a flyer for admission to the foreign university. It should contain “visit our counselors for admission in the foreign University” Use different font style, age, colors, effects, alignment to create the flyer. **(8)**

Section 4: Worksheet

- Q4.** Create a work sheet for pricing information of a company which sales computers & peripheral devices. You are required to calculate discount, sales price(MRP-Discount) and profit margin(MRP-sales price) **(16)**

Product	Product code	Manufacturing cost	MRP	Discount (10%)	Sales price	Profit margin
Computer	C-1	25000.00	27000.00	-	-	-
Laser printer	C-2	5000.00	6000.00			
Filing cabinet	C-3	6000.00	7000.00			
27 th monitor	C-4	2000.00	3000.00			
Mouse	C-5	400.00	500.00			

Section 5: Browsing and Discussion Forum

- Q5.** Collaborate online (in a group) on Google docs to create a presentation on ‘Smart Phone design’. All the group should work on the presentation simultaneously from their respective machines. Use speaker notes for any online discussion and present a comprehensive report. (The report should comprise the latest trends in the design of smart phones). **(16)**