

**BCA -101(N)**

Roll No. : .....

**B.C.A. (First Semester)**  
**EXAMINATION, Dec.-2015**  
**(New Course)**  
 Paper – First

**COMPUTER FUNDAMENTAL & OFFICE AUTOMATION.***[Time: Three Hours]**[Maximum Marks: 75]***Note :** Attempt Questions from all the sections as directed.**Section – A****Short Answer Type Questions****Note:** Attempt all questions from this section. Each Question will carry 3 marks.

- Q.1. A). What is an input interface? How it differs from an output interface? Explain the Computer System with Block Diagram.
- B). What is the difference between High-Level-Language & Low-Level-Language.
- C). Write down DOS commands to delete-
- All files having extension name ".BAK" from drive C.
  - All files from the XYZ directory located in drive C under the window directory.
  - The file ABC.DOC from root directory in drive A.
- D). Solve the following-
- Divide  $(1101)_2$  by  $(101)_2$ .
  - Multiply binary number 1100 & 1010.
  - Subtract  $(25)_{10}$  from  $(50)_{10}$  using complementary method.
- E). What are Macros in the MS-Word? What do they do?

- F). Write an Algorithm to check, whether the given number is Armstrong or not?
- G). What is the procedure to select multiple non- adjacent ranges of cell?
- H). What is justification? Explain briefly the ways a paragraph in MS-WORD document can be justified.
- I). Differentiate between Assembler, Compiler & Interpreter?

**Section – B****Note :** Attempt any two questions from this section. Each Question will carry 12 marks.

- Q. 2. (a) Explain computer generation with their technology?  
 (b) List the logical steps taken by a computer system along with the roles of its main unit in each step while transforming input data to useful information for presentation to a user.
- Q. 3. Differentiate between –
- SRAM & DRAM.
  - Mini & Mainframe Computer
  - Application S/W & System S/W.
  - Primary & Secondary Memory
- Q.4. Convert the following.
- $(FAB)_{16} \rightarrow (?)_2$
  - $(1001.011)_2 \rightarrow (?)_{10}$
  - $(125)_8 \rightarrow (?)_4$
  - $(247.65)_{10} \rightarrow (?)_{16}$
- Q. 5. (a) What is a Flowchart? What are the various basic symbols used in Flow Charting? Draw a flow chart to check, whether the given number is even or odd?  
 (b) Explain the advantages of an Algorithm.

**Section-C**

**Note :** Attempt any two questions from this section. Each Question will carry 12 marks.

- Q.6. (a) What is sorting? How can you sort a cell range in MS-Excel? Explain with an example.
- (b) What is function in MS-Excel? What function is used for counting the numbers? How can you display maximum value within the range C4:C9?
- Q.7. (a) What are the advantages of using index in MS-Access database?
- (b) How can you create a MS-Access form & Describe the "One-to-many" relationship in MS-Access?
- (c) What is the use of design view in MS-Access table?
- Q.8. (a) What is slide transition? How can you apply the same slide transition at a time?
- (b) Write the steps to change background colour on all slides within a presentation?
- (c) What is chart of MS-Excel? Explain any three charts of MS-Excel.
- Q.9. Write short notes on-
- A). Mail-Merge
  - B). Auto fill in MS-Excel
  - C). Bullets and Numbering
  - D). Task Bar & Title Bar
  - E). Paste & Paste Special
  - F). Slide show view MS-ppt.

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