

BCA-101(N)

**B. C. A. (First Semester)
EXAMINATION, Dec., 2017**

(New Course)

Paper First

**COMPUTER FUNDAMENTAL AND OFFICE
AUTOMATION**

Time : Three Hours] [Maximum Marks : 75

Note : Attempt questions from all Sections as directed.

Inst. : The candidates are required to answer only in serial order. If there are many parts of a question, answer them in continuation.

Section—A

(Short Answer Type Questions)

Note : All questions are compulsory. Each question carries 3 marks.

1. (A) Mention some of the difference you find in the Personal Computer and a Server Computer.
- (B) What do you understand by IRQ? What is its purpose?
- (C) What is DMA? How is it useful?

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- (D) What is the purpose of motherboard in a computer?
- (E) What do you understand by the term file system? Can you name some file system?
- (F) What is the purpose of TREE command in DOS?
- (G) What is clipboard in windows? What is its purpose?
- (H) Define terms Font, Font effect and Font style.
- (I) What should be done to view multiple pages of a word document on the simple window?

Section—B

(Long Answer Type Questions)

Note : Attempt any *two* questions. Each question carries 12 marks.

2. (a) Write down the step to open another word document from a text on some word document.
- (b) What should be done to ensure that certain content be repeated at top and bottom of every page of a word document? Write down the steps.
3. Write the purpose of the following options available in layout menu option of MS-Word:
 - (i) Margins
 - (ii) Orientation
 - (iii) Columns
 - (iv) Beams
 - (v) Hyphenation
 - (vi) Size

4. (a) Write steps to repeat excel sheet column headings at the top of endy page.
- (b) Can you import data from a text file into a excel sheet ? If yes. Write steps for the same.
5. Suppose in my Powerpoint Presentation I have a slide which is a menu slide having several options. I want to switch to show different slide on clicking at different options being displayed during presentation. Using an example show steps.

Section—C

(Long Answer Type Questions)

Note : Attempt any *two* questions. Each question carries 12 marks.

6. Convert the following as per instructions given below :
 - (i) $(1101)_2 = ()_{10}$
 - (ii) $(169)_{10} = ()_2$
 - (iii) $(786)_{10} = ()_8$
 - (iv) $(01101110010110)_2 = ()_{16}$
 - (v) $(10110.1110)_2 = ()_{10}$
 - (vi) Find 2's complement of $(1001)_2$
7. (a) Write a algorithm to find area of a Rectangle, Square, Triangle and circle, remember user will opt for finding area of a particular shape.
- (b) Draw a flowchart for algorithm written in Q. No. 7 Part (a) above.

8. Write in short about the following :
 - (a) Types of RAM
 - (b) Cache memory
 - (c) Secondary storage devices
9. (a) Write about the main objectives of a operating system.
- (b) Write in short about MS-Access. How is it useful ?

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