

Code No. : 1280

B. C. A. (First Semester)

Examination, 2022-23

**COMPUTER FUNDAMENTAL AND OFFICE
AUTOMATION**

(BCA-101T)

Time : Three Hours]

[Maximum Marks : 75

Note : (i) All questions are compulsory.

(ii) Answer each part of the first question in not more than **100** words and the remaining questions in **800** words.

(iii) Marks are mentioned against the questions.

1. Answer each of the following questions : 3 each

- (a) What do you mean by input and output devices ?
- (b) Illustrate the procedure to convert any Hexadecimal number into Decimal equivalent with example.

- (c) Discuss the features of Windows Operating system.
- (d) What is RAM ? Mention its types.
- (e) Explain about Windows accessories.

2. Answer the following questions : 15

- (a) Define Computer. Explain how computers can be classified on the basis of capacity, purpose and generation.

Or

- (b) What do you understand by Programming Language ? Explain various types of Programming Languages with their generation. <https://www.csjmuonline.com>

3. Answer the following questions : 15

- (a) Solve the following conversions :

(i) $(80)_{10} = ()_2$

(ii) $(11001)_2 = ()_{10}$

(iii) $(1010)_2 + (0101)_2 = ()_2$

(iv) $(00110)_2 - (00011)_2 = ()_2$

Or

- (b) Explain Flowchart with their symbols in detail. Draw a Flowchart for joining a computer class in your college.

4. Answer the following questions : 15

(a) What is an operating system ? Explain the characteristic features of Batch, Multi-programming and Distributed operating systems.

Or

(b) What is Mail-Merge in MS-Word ? Explain the steps involved in Mail-Merge in MS-Word for circulating an invitation letter (in .docx file) to different person whose details and address in other file (.xlsx file).

5. Answer the following questions : 15

(a) What is a spreadsheet ? Discuss about features of MS-Excel spreadsheet. Also explain page setup of page layout menu in MS-Excel.

Or

(b) Create six slides using MS-PowerPoint to show your personal details like your name, father's name, address, qualification and your photograph on separate slide from slide-2 to slide-6. Slide-1 shows these headings of your personal details. Use hyperlink feature of MS-PowerPoint to click your personal details heading on slide-1 and then show your personal details on corresponding slide.