

Roll No. ....

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BCA-101(N)

# BCA-101(N)

## B. C. A. (First Semester) EXAMINATION, Dec., 2019

(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) Write any four functions of operating system.
- (B) Differentiate between primary memory and secondary memory.
- (C) What are optical input devices ? Where are they used and for what purpose ?

- (D) Draw a block diagram of a computer system. List some important characteristics of a computer.
- (E) What is the difference between MS-Word and MS-PowerPoint ?
- (F) Convert the following :
  - (i)  $(21F.DE)_{16} \rightarrow ( )_{10}$
  - (ii)  $(1239)_{10} \rightarrow ( )_{16}$
  - (iii)  $(178.92)_{10} \rightarrow ( )_8$
- (G) Define internal and external commands with example of any two commands.
- (H) What is the use of plotter ? Name two applications, where plotters are used.
- (I) Explain microcomputer and mainframe computer.

### Section—B

(Long Answer Type Questions)

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

2. Write the algorithm and draw a flow chart for the following :
  - (i) To find the sum of even numbers till 100.
  - (ii) To check whether a number is prime or not.
3. (a) What are headers and footers ? Write the steps that evolve you to create headers and footers.
- (b) Why do we use paintbrush ? Write the limitations of paintbrush.

4. (a) Write short notes on MS-DOS and Windows family of OS.
- (b) What is the need of memory management ? Describe the multiple partition allocation memory management scheme.

**Section—C**

**(Long Answer Type Questions)**

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

5. What do you understand by programming languages ? Name three categories of programming languages. Explain. <http://www.csjmuonline.com>
6. Explain the purpose of the following system utilities :
- (i) Anti-virus
  - (ii) Data compression
  - (iii) Cryptographic
  - (iv) System Profiling utility
7. Write short notes on the following :
- (i) Secondary storage device
  - (ii) Batch operating system
  - (iii) Data organization
  - (iv) MS-Excel

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