

(4)

13. In Windows OS, write down the steps: 15
- (i) To create Notepad file on the Desktop
  - (ii) To delete a file in a particular folder
  - (iii) To create a folder on the Desktop.

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B.C.A. - I Sem.

Roll No. ....

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B. C. A. Examination, Dec. 2016

Computer Fundamentals and Office

Automation

(BCA-103)

(New Course)

Time : Three Hours]

[Maximum Marks : 75

**Note:** Attempt questions from all Sections as per instructions.

**Section-A**

(Very Short Answer Questions)

Answer all the *five* questions. Each question carries 3 marks. Very short answer is required.  $3 \times 5 = 15$

1. Compare the Hardware and Software. 3
2. Find the decimal equivalent of the following numbers: 3
  - (i)  $(11001)_2$
  - (ii)  $(2614)_8$
  - (iii)  $(7E)_{16}$

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(2)

3. What is Virtual Memory? 3
4. Compare the Impact and Non - Impact printers. 3
5. Write the shortcut key to perform the following task in a MS - Word processing software: 3
- (i) To save a Document
  - (ii) To close the Document
  - (iii) To create a New Document.

**Section-B**

**(Short Answer Questions)**

Answer any *two* questions out of the following three questions. Each question carries  $7\frac{1}{2}$  marks. Short answer is required.  $7\frac{1}{2} \times 2 = 15$

6. Explain the characteristics of Digital Computer.  $7\frac{1}{2}$
7. Draw a flow chart to pick up the biggest of the three unequal positive integers.  $7\frac{1}{2}$
8. What is an operating system? Name any five operating systems.  $7\frac{1}{2}$

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**Section-C**

**(Detailed Answer Questions)**

Answer any *three* questions out of the following five questions. Each question carries 15 marks. Answer is required in detail.  $15 \times 3 = 45$

9. Explain MS-DOS and write the DOS commands to do the following: 15
- (i) To make a Directory
  - (ii) To change the path of a Directory
  - (iii) To print a file
  - (iv) To rename a file
  - (v) To copy a file.
10. Write the features of spread sheet. 15
11. Explain the three way to create a table in MS-Access. 15
12. Write short notes on the following: 15
- (i) Web Browser
  - (ii) Advantages of Networks
  - (iii) Batch file.

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11. (a) What is a control panel? Explain its various features. 7½  
(b) What is the role of a task bar? What are its features? Explain. 7½
12. Explain various features of MS-Word. Write down the steps involved in each of the following: 5  
(a) Creating a table and filling it with data. 5  
(b) Checking the spellings of the text entered. 5
13. (a) What are the main features of MS-Excel? 5  
(b) Discuss the role of formulas in MS-Excel? 5  
(c) Explain the three types of addressing modes available in MS-Excel. 5

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**B.C.A. Examination, Dec.-2017**  
**Computer Fundamentals and Office**  
**Automation**  
**(BCA-103)**  
**(New Course)**

*Time : Three Hours ] [Maximum Marks : 75*

**Note :** Attempt questions from **all** Sections as per instruction.

**Section : A**

**(Very Short Answer Questions)**

**Note :** Attempt **all** the **five** questions. Each question carries 3 marks. Very short answer is required. 3×5=15

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1. Write down the binary equivalent of the following: 3
  - (i)  $(FA3)_{16}$
  - (ii)  $(777)_8$
  - (iii)  $(1020)_{10}$
2. Write down the answers for the following:
  - (i)  $(11010)_2 = (?)_{10}$  3
  - (ii)  $(11111)_{16} = (?)_2$
  - (iii)  $(11111)_2 = (?)_{16}$
3. What are Super Computers? 3
4. What are Batch Files in DOS? 3
5. Explain three most significant features of a word processor. 3

### Section : B

#### (Short Answer Questions)

**Note :** Give short answers to any **two** questions out of the given **three** questions. Each question carries  $7\frac{1}{2}$  marks.  $7\frac{1}{2} \times 2 = 15$

6. How is data organized in files and directories? 7½

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7. What is an algorithm? Write down the algorithm for finding out whether a number is odd or even. 7½
8. Explain the importance features of desktop in reference to MS Windows. 7½

### Section : C

#### (Detailed Answer Questions)

**Note :** Give answers to any **three** of the following **five** questions in detail. Each question carries 15 marks.  $15 \times 3 = 45$

9. Discuss various types of primary and secondary memories. 15
10. (a) Draw a flowchart to print first 10 odd numbers. 7½  
 (b) What are batch files in DOS? How is a batch file created? Explain with the help of an example. 7½

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12. Discuss the features provided by :
- (i) MS-EXCEL
  - (ii) MS-ACCESS.
13. Discuss the different types of storage medium in computers. Write the difference of access speed of each type with respect to capacity and type.

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BCA-I Sem.

Roll No. ....

**18001**

**B. C. A. Examination, Dec. 2018**  
**Computer Fundamentals and Office Automation**  
(BCA-103)  
(New)

*Time : Three Hours* [Maximum Marks : 75]

**Note :** Attempt questions from all Sections as per instructions.

**Section-A**

**(Very Short Answer Questions)**

Answer all the *five* questions. Each question carries 3 marks. Very short answer is required.  $3 \times 5 = 15$

1. Convert the following :

(a)  $(101010)_2 = (?)_{10}$

(b)  $(347)_{10} = (?)_{16}$

(c)  $(A32)_{16} = (?)_{10}$

(2)

2. Write the full form of the abbreviation given below :
  - (a) RAM
  - (b) ROM
  - (c) LCD.
3. Write any three examples of operating systems.
4. Give the name of components of MS-OFFICE automation software package.
5. Draw a flow chart to explain the concept of information processing.

**Section-B**

**(Short Answer Questions)**

Answer any *two* questions out of the following three questions. Each question carries  $7\frac{1}{2}$  marks. Short answer is required.  $7\frac{1}{2} \times 2 = 15$

6. Draw a well labelled diagram of computer system and define each component.

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7. Define Operating System and also give some of its features.
8. What do you understand by Desktop Publishing ? Write any two features of DTP.

**Section-C**

**(Detailed Answer Questions)**

Answer any *three* questions out of the following five questions. Each question carries 15 marks. Answer is required in detail.  $15 \times 3 = 45$

9. Explain any two windows application in detail. List out various features of MS-WINDOWS.
10. Define algorithm and flow chart and write an algorithm and draw a flow chart to find the area and circumference.
11. State the difference between :
  - (i) RAM and ROM
  - (ii) DOS and Windows.

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A

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**18001**

**B.C.A. Examination, November-2019**

**COMPUTER FUNDAMENTAL AND  
OFFICE AUTOMATION**

**(BCA-103)**

*Time : Three Hours]*

*[Maximum Marks : 75*

**Note :** Attempt questions from **all** sections as per instructions.

**Section-A**

**(Very Short Answer Questions)**

**Note :** Attempt all the **five** questions. Each question carries 3 marks. Very short answer is required.

5×3=15

1. Convert the following :

(a)  $(101101)_2 = (?)_{10}$

(b)  $(321)_{10} = (?)_{16}$

(c)  $(B23)_{16} = (?)_{10}$

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**[P.T.O.]**



(2)

2. Write the full form of the abbreviation given below.
  - (a) PROM
  - (b) EEPROM
  - (c) HDD
3. Write any three types of word processing software.
4. Give the syntax of any three command in MS-EXCEL.
5. Draw a well labelled block diagram of computer system.

### Section-B

#### (Short Answer Questions)

**Note :** Give short answer to any *two* questions out of the given three questions. Each question carries  $7\frac{1}{2}$  marks.  $2 \times 7\frac{1}{2} = 15$

6. Discuss data and information with an example.
7. Discuss the features of MS-POWERPOINT.
8. Define Desktop Publishing and also mention its features.

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### Section-C

#### (Detailed Answer Questions)

**Note :** Give answer of any *three* of the following five questions in detail. Each question carries 15 marks.  $3 \times 15 = 45$

9. Define Operating Systems and also discuss the services provided by the operating system.
10. Define algorithm and flowchart and write an algorithm and flowchart to find the given no. is positive or not.
11. State difference between :
  - (i) LCD and Plasma
  - (ii) Scanner and Plotter
12. Discuss the conversion of number system from
  - (i) Binary to Decimal
  - (ii) Decimal to Octal.
13. Write some command in MS-EXCEL and also discuss its applications.

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(b)  $(61.3)_{10} = (?)_2$

(c)  $(A92H)_{16} = (?)_8$

2. State difference between primary and secondary memory.
3. What are Batch Files in DOS?
4. Write various types of O.S.?
5. State difference between Input and Output device?

### Section-B

#### (Short Answer Questions)

**Note :** Give short answers to any **two** questions out of the given three questions. Each question carries  $7\frac{1}{2}$  marks.  $7\frac{1}{2} \times 2 = 15$

6. What is Computer? Explain its characteristics.
7. What do you mean by computer languages? Explain Compiler, Interpreter.

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8. What is flow chart? Explain Flow Chart symbols.

### Section-C

#### (Detailed Answer Questions)

**Note :** Give answer to any **three** of the following five questions in detail. Each question carries 15 marks.  $15 \times 3 = 45$

9. Write features, usage of MS-EXCEL? and explain various types of charts in MS Excel.
10. Write short notes on:
  - (i) Notepad
  - (ii) Status bar
  - (iii) Window Application
  - (iv) Task bar
  - (v) Desktop
11. Write an Algorithm & Flowchart to find the greatest among three Nos.

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P.T.O.



12. Explain block diagram of Computer in detail. Also explain types of computers.
13. (i) What is an Assembly language? Explain its advantages and disadvantages over Machine level language.
- (ii) Write features of DOS operating system.

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D  
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B.C.A.-I Sem.

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**18001**  
**B.C.A. Examination, Dec.-2020**  
**Computer Fundamentals and**  
**Office Automation**  
**(BCA-103)**

*Time : Three Hours ] [Maximum Marks : 75*

**Note :** Attempt questions from **all** sections as per instructions.

**Section-A**  
**(Very Short Answer Questions)**

**Note :** Attempt **all** the **five** questions. Each question carries 3 marks. Very short answer is required.  $3 \times 5 = 15$

1. Convert the following Nos:  
(a)  $(F28)_{16} = (?)_{10}$

P.T.O.