

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-
- (i) All files having extension name ".BAK" from drive C.
 - (ii) All files from the XYZ directory located in drive C under the window directory.
 - (iii) The file ABC.DOC from root directory in drive A.
- D). Solve the following-
- (i) Divide $(1101)_2$ by $(101)_2$.
 - (ii) Multiply binary number 1100 & 1010.
 - (iii) 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 –
(a) SRAM & DRAM.
(b) Mini & Mainframe Computer
(c) Application S/W & System S/W.
(d) Primary & Secondary Memory
- Q. 4. Convert the following.
(a) $(FAB)_{16} \rightarrow (?)_2$
(b) $(1001.011)_2 \rightarrow (?)_{10}$
(c) $(125)_6 \rightarrow (?)_4$
(d) $(247.65)_8 \rightarrow (?)_{10}$
- 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.