

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-Acess. How is it useful ?

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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

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- 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)  $(011011100101110)_2 = ( )_{16}$
- (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.