

Roll No. 24352 0402771

BCA-101(N)

B. C. A. (First Semester)

EXAMINATION, Nov./Dec., 2018

(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) Draw a block diagram of a computer system. List some important characteristics of a computer.
- (B) Differentiate between ASCII and EBCDIC code.
- (C) Describe the applications of spreadsheets.
- (D) Convert $(119.28)_{10}$ into binary, octal and hexadecimal.
- (E) Describe floating point representation.
- (F) Define operating system. What is the difference between Real time system and Time sharing ?

- (G) Define internal and external command with example of any *two* commands.
- (H) What is the difference between notepad and wordpad ?
- (I) What is the difference between MS-Word and MS-Power Point ?

Section—B

(Long Answer Type Questions)

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

- 2. (a) What do you mean by automatic text formatting ?
- (b) Write an algorithm and flowchart to find the reverse number of given five-digit integer number.
- 3. (a) What are headers and footers ? Write the steps that evolve you to create headers and footers.
- (b) Write and explain the information given by Status Bar in Window.
- 4. (a) What are the functions of an operating system ? How does windows differ from DOS ?
- (b) What do you understand by MS-Access ? Explain the methods to create a report in MS-Access.

Section—C

(Long Answer Type Questions)

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

- 5. (a) What is mail-merge ? Write the steps involved in mail-merge.
- (b) Why do we use paintbrush ? Write the limitations of paintbrush.

6. Write short notes on the following :

- (a) Plasma display
- (b) Secondary storage devices
- (c) Control panel
- (d) Batch operating system

- 7. (a) Multiply binary numbers $(01101)_2$ and $(10101)_2$.
- (b) Subtract 011011_2 from 110111_2 using complementary method.
- (c) Divide $(0110111)_2$ by $(0111)_2$.