

Roll No.

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 ?

(C-28) P. T. O.

[2]

BCA-101(N)

- (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.

(C-28)

[3]

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.
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

BCA-101(N)

4000

(C-28)