Bachelor of Computer Applications 1st Semester

(2122)

COMPUTER FUNDAMENTALS AND COMPUTING SOFTWARE

Paper :BCA–16–103

Time Allowed : Three Hours]   **[Maximum Marks : 65**

Note :— Attempt **FIVE** questions in all, including Question No. **IX** (Unit-V) which is compulsory and selecting **ONE** question each from Units I-IV.

UNIT—I

I.   (a)   Describe the classification of computers based on Size.

     (b)   Explain the different types of Printers.   6,7

II.   (a)   Write notes on :

       (i)   Types of Software

       (ii)   Generation of Languages.

     (b)   Describe the following devices :

       (i)   Trackball

       (ii)   Magnetic tape

       (iii)   Flash Drive.   6,7

UNIT—II

III. (a) What is an Operating System ? Explain its functions.

(b) Explain the following DOS Commands. Give example to show their use.

   (i)   PATH

   (ii) ATTRIB

   (iii) DELTREE.   6,7

IV. (a) Describe the Anatomy of Windows.

(b) What is a Batch File ? How is a batch file created and Run ? Explain with example.   6,7

UNIT—III

V. Explain how the Mail Merge feature is used to create Letters and Envelopes.   13

VI. Explain the following features of Word Processing Package :

   (a) Using Styles

   (b) Formatting Paragraphs

   (c) Autotext.   5,5,3

UNIT—IV

VII. (a) What is a Cell Address ? What is the difference between Absolute and Relative Cell Address ? Explain with examples.

(b) Describe the following features of a Spreadsheets :

    (i)   Sorting Records

    (ii)   Deactivating Automatic Changes

    (iii)   Validating Cell Contents.   6,7

VIII. (a) Explain the basics of creating a presentation.

    (b) Explain how are Macros Created, Recorded and Run in Spreadsheet.   6,7

UNIT—V (Compulsory Question)

IX. (a) Distinguish between RAM and ROM.   2

    (b) Draw and label Block Diagram of a Computer.   2

    (c) Distinguish between Copy and Move Commands.   2

    (d) What is the difference between Save and Save As ?   2

    (e) What is the use of Recycle Bin ?   2

    (f) Explain the use of Fill tool used in Spreadsheets.   3