D

(21223) (Printed Pages 4)

B.C.A.-I Sem. Roll No. .....

18001

B.C.A. Examination, Dec.-2023

Computer Fundamental and Office Automation

(BCA-103)

Time : Three Hours] *[Maximum Marks : 75*

Note : Attempt **all** the Sections as per instructions.

Section-A

(Very Short Answer Type Questions)

Note : Attempt **all** questions. Each question carries 03 marks. Very short answer is required.

1. Draw a well labelled block diagram of Computer system. 3

2. Discuss data and information with an example. 3

3. Give the syntax of any three command in MS-Excel. 3

4. Write the full form of the abbreviation given below. 3

   (a) HDD

   (b) EEPROM

   (c) PROM

5. Find the decimal equivalent of the following numbers: 3

   (i) $(11001)_2$

   (ii) $(2614)_8$

   (iii) $(7E)_{16}$

Section-B

(Short Answer Type Questions)

Note : Give short answers of any **two** questions out of the given **three** questions. Each question carries 7.5 marks.

6. Compare the impact and non-impact printers. 7.5

7. What are batch files in DOS? How is a batch file created? Explain with the help of an example. 7.5

8. Draw the flowchart to find the area and circumference of a circle. 7.5

Section-C

(Detailed Answer Types Questions)

Note : Give answer to any **three** of the following **five** questions in detail. Each question carries 15 marks.

9. Discuss various types of primary and secondary memories. 15

10. (a) What are the main features of MS-Excel? 5

    (b) Explain the three types of addressing modes avialable in MS-Excel. 5

    (c) Discuss the role of formulas in MS-Excel. 5

11. (a) What is an Assembly language? Explain its advantages and disadvantages over machine level language. 7.5

    (b) Discuss the features of MS-power-point. 7.5

12. State difference between: 3×5=15

    (i) Binary number system and decimal number system

    (ii) LCD and plasma

    (iii) Scanner and Plotter

13. (a) What do you understand by Desktop Publishing? Write the features of DTP. 7.5

    (b) Differentiate between high level, assembly and machine language. 7.5