25/1180

B.C.A. (First Sem.) (Regular/Back/ Improvement) Examination, 2025

First : Paper

(Computer Fundamental and Office Automation)

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

Note : Attempt **all** questions as per directed.

Section-A

(Very Short Answer Type Questions)

Note : Attempt all the **five** questions. Each question carries **2** marks and answer of each question should not exceed **50** words.   5×2=10

1.   (a)   Perform the following conversions:

   (i) $(1101001)_2 = (?)_{16}$

   (ii) $(462.35)_{10} = (?)_8$

P.T.O.

(b) Write any three services provided by an operating system.

(c) State difference between Input and output device?

(d) Give the synatax of any three commands in MS-EXCEL.

(e) What is an algorithm?

Section-B

(Short Answer Type Questions)

Note : Attempt any **Five** questions out of total **eight** questions. Each question carries **05** marks and answer of each question should not exceed **100** words. 5×5=25

2. (a) Define Desktop Publishing and also mention its features.

(b) Write some command in MS-EXCEL and also discuss its applications.

(c) Write Features of DOS operating System.

(d) What do you mean by computer language? And Also Explain Complier, Interpreter.

(e) Define Operating System. Explain the different types operating system.

(f) Differentiate between scanner and plotter.

(g) Discuss the feature of MS-POWER-POINT.

(h) Draw the flowchart to find the Volume of Cylendr.

Section-C

(Long Answer Type Questions)

Note : Attempt any **two** questions out of total **four** questions. Each question carries **20** marks and answer of each question should not exceed **400** words.

2×20=40

P.T.O.

3. (a) What do you mean by programming Languages? Differentiate between high level, Assembly and machine language.

   (b) Write short notes:

       (i) Windows Accessories

       (ii) Control Panel

       (iii) Status bar

       (iv) Assembler

   (c) Define algorithm and flowchart and write an algorithm and flowchart of find the given Number is positive or not.

   (d) What is operating system? Explain its type in detail and also explain advantage and Disadvantage of operating system.