19/181

B.C.A. Examination, 2019

First Semester

First Paper

(Computer Fundamental and Office Automation)

Time : Three Hours — Maximum Marks : 75

Note: Attempt any **five** questions. **All** questions carry equal marks.

The answers to short questions should not exceed 200 words and the answers to long questions should not exceed 500 words.

1. (a) Explain the characteristics of computers. 7

   (b) Differentiate between mini computer and micro computer. 8

2. (a) What do you mean by computer languages? Explain the advantages and disadvantages of each. 8

P.T.O.

(b) What is memory? Differentiate between primary and secondary memory. 7

3. Convert the following: $5 \times 3 = 15$

   (a) $(516.16)_{10} = (?)_2$

   (b) $(CAD)_{16} = (?)_{10}$

   (c) $(110110)_2 \times (1011)_2 = (?)_2$

   (d) $(101011011)_2 - (10001001)_2 = (?)_2$

   (e) $(7654.553)_8 = (?)_{16}$

4. What is meant by algorithm? Explain the characteristics of algorithm. Write an algorithm and draw the flow. Chart to check whether a given number is prime a not. 15

5. (a) Explain the features of DOS. 7

   (b) Explain the booting process in DOS. 8

6. (a) Write the syntax and example of the following DOS commands: 8

   (I) Format   (ii) X copy

   (iii) Tree   (iv) Dir

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(b) Differentiate between DOS and Windows. 7

7. (a) What is the use of control panel in windows? Write down the features of control panel. 8

(b) What do you mean by DTP? Differentiate between DTP and word processing. 7

8. (a) Explain the following in MS-Word: 8

(I) Menu bar   (II) Text attribute

(III) Formatting   (Iv) Alignment

(b) What is margin? Explain various types of margin. 7

9. (a) Explain the features of MS-Excel. Differentiate between formula and function in MS-Excel. 8

(b) Explain various views in MS-Power Point. http://www.mgkvponline.com 7