

Roll No. \_\_\_\_\_

**22/2094****B.C.A. Examination, 2022****First Semester****First Paper****(Computer Fundamental and Office  
Automation)****Time : 1:30 Hours ]****[ Maximum Marks : 75**

**Note :** Attempt any **five** questions. All questions carry equal marks. The answers to given questions should not exceed 250 words each.

15×5=75

1. Define Computer. Draw and explain the block diagram of computer.
2. What do you mean by hardware and software? Explain any two I/O devices.

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3. Convert the following :

(a)  $(1101)_2 = (?)_{10}$

(b)  $(932)_{10} = (?)_8$

(c)  $(AF)_{16} = (?)_{10}$

(d)  $(1AB9)_{16} = (?)_2$

(e)  $(100110)_2 = (?)_8$

4. Differentiate between primary and secondary memory? Explain RAM, ROM and EPROM.
5. What do you mean by an Algorithm? What are the characteristics of a good algorithm? Give an example of algorithm.
6. What are Batch Files in DOS? Explain any two internal and two external commands, with syntax, of DOS.

7. Write short notes on :

(a) Paintbrush

(b) Icons

(c) Taskbar

8. What do you mean by desktop publishing?

Explain in detail any five features of MS-Word.

9. What is a spreadsheet? Explain, with syntax, any five functions available in MS-Excel.

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