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B.C.A. Examination, 2021

First Semester

First Paper

(Computer Fundamental and

Office Automation)

समय : 1.30 घण्टे

पूर्णांक : 75

Time : 1.30 Hours]

[Maximum Marks : 75

Note : Attempt any **five (05)** questions. **All** questions carry equal marks. The answer to given questions should not exceed not exceed 350 words each.

1. **State the characteristics of a digital computer that contribute to its high level of performance. Explain each briefly.**

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2. Differentiate between:

(a) File and director

(b) Machine language and Assembly language

(c) Scanner and plotter

3. What do you understand by HCL? Explain the difference between compiler and interpreter. https://www.mgkvponline.com
4. Why is the binary number system adopted as the basis of internal representation within a computer? Write a short note on
 - (i) Binary to octal conversion
 - (ii) Binary to Hexadecimal conversion.

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5. What are the different ways in which computer memory can be classified? Show with diagram.
6. Define the term 'Algorithm'. Show the essential characteristics of algorithm and explain briefly. Write an example algorithm for computing the average of a set of N integers and to print the result.
7. Differentiate between:
 - (i) DOS internal and external commands
 - (ii) Batch files and command files
 - (iii) Real time OS and Timesharing OS
8. Write a short note on : (any **one**)
 - (i) Control panel
 - (ii) Notepad
 - (iii) Paint brush

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9. What is DTP? Name a few tools for DTP and explain the working of any one tool.