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(Printed Pages 4)

Roll No.

**20/1081**

**B.C.A. Examination, 2020**

**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.

**Note :** The answers to short questions should not exceed 200 words and the answers to long questions should not exceed 500 words. <http://www.mgkvponline.com>

1. (a) Draw and explain the basic building blocks of a digital computer with a neat block diagram? 8
- (b) Enumerate the capabilities and characteristic digital computer? 7

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**20/1081**

2. Differentiate between:  $3 \times 5 = 15$

- (i) Internal command and external command of MS-DOS.
- (ii) RAM and ROM
- (iii) Machine language and Assembly language
- (iv) Multiprogramming operating system and multitasking operating system.
- (v) File and directory

3. Perform the following conversion:  $3 \times 5 = 15$

- (i)  $(BCA)_{16} = (?)_2$
- (ii)  $(10347)_8 = (?)_{10}$
- (iii)  $(10101011)_2 = (?)_8$
- (iv)  $(231)_{10} = (?)_2$
- (v)  $(10234)_8 = (?)_2$

4. (a) What do you mean by flow chart? Write its major symbols notations, Also draw a flow chart to find the largest number in an Array. 8

20/1081

- (b) What is meant by an algorithm? What are its defining properties? Write the various advantages of using algorithm for program planning? 7
5. (a) Write a short note about the features of MS-Windows? 10
- (b) Explain the following: 5
- (i) Paint brush
- (ii) Note pad
6. (a) Write the various steps involved in the creation of MS-Power point application? 8
- (b) Write and explain any three commands of MS-Excel? 7
7. (a) What is desktop publishing? Write about any popular DTP package. 8
- (b) Perform the following conversions: 7
- (i)  $(1011)_2 + (1000)_2$
- (ii)  $(777)_8 - (267)_8$

20/1081

8. Write short notes on (Any **three**):  $5 \times 3 = 15$
- (i) Input devices
- (ii) Batch files
- (iii) Control panel
- (iv) Mainframe computer
- (v) DOS

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