

23/3095**B.C.A. Examination, 2023****(First Semester)****First Paper****(Computer Fundamental and Office Automation)****Time : Three Hours] [Maximum Marks : 75****Note :** Attempt all sections as per instructions.**Section - A****(Very Short Answer Type Questions)****Note :** Attempt all the **05 (five)** questions.

Each question carries **02 (two)** marks and answer of each question should not exceed 50 words. 10 marks

1. (a) Define computer. State the characteristics of a computer.
- (b) What is an operating system? List the features of an operating system.

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- (c) What is a spreadsheet?
- (d) Convert $(2FAB)_{16} = (?)_2$
- (e) Define batch files and Icons.

Section - B**(Short Answer Types Questions)**

Note : Attempt any **05 (five)** out of total 08 (eight) questions. Each question carries **05 (five)** marks and answer of each question should not exceed 100 words. 25 Marks

2. (a) What is a DOS? Give the history of DOS.
- (b) Differentiate between primary and secondary memory. Define RAM, ROM and PROM.
- (c) What is flowchart? Explain the symbols of flowchart.
- (d) Write short notes on:
 - (i) Control Panel
 - (ii) Paintbrush

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- (e) List the different types of computers. Also give the characteristics of each.
- (f) What is purpose of MS-Access? How do we create files in MS-Access?
- (g) What do you mean by internal and external commands in DOS? Explain any two internal and two external commands of DOS.
- (h) What is Windows? List the features of MS-Windows.

Section - C

(Long Answer Type Questions)

Note : Attempt any **04 (four)** out of total 08 (eight) questions. Each question carries **10 (ten)** marks and answer of each question should not exceed 400 words. <https://www.mgkvponline.com> marks

3. (a) State the difference between:
- (i) LCD and Plasma
 - (ii) Scanner and Plotter

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- (b) Discuss the conversion of number system from
 - (i) Binary to Decimal
 - (ii) Decimal to Octal.
- (c) Define Operating Systems and also give examples of each. Discuss the services provided by the operating system.
- (d) What is the role of word processor? Explain the process of mail-merge.
- (e) What is a presentation? Explain the use of MS-Powerpoint in detail.
- (f) What do you mean by office automation? Explain the role of DTP in office automation.
- (g) Write an algorithm and draw a flow-chart to find the greatest among three numbers.
- (h) What is an assembly language? Explain its advantages and disadvantages over high level language and machine level language.