C (Printed Pages 4)

Roll No. _____

24/1152

B.C.A. Examination, 2024

(First Semester)

First Paper

(Computer Fundamental and Office Automation)

Time : Two Hours]　　　　　[Maximum Marks : 75

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. 　　5×2=10

1. (a) Convert the following members:

   (i) $(1CE)_{16} = (?)_{10}$

   (ii) $(85)_{10} = (?)_2$

P.T.O.

   (b) What is a DOS?

   (c) What is control panel?

   (d) Differentiate between primary and secondary memory.

   (e) Define batch files and Icons.

Section-B

(Short Answer Type Questions)

Note : Attempt any **05 (five)** questions out of total 08 (Eight) questions. Each question carries 05 (five) marks and answer of each question should not exceed 100 words. 　　5×5=25

2. (a) What is Algorithm? Write algorithm for find factorial of a given number.

   (b) What is computer? Draw the block diagram of a computer.

   (c) What is flowchart? Explain the symbols of flowchart.

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3. (a) What is an operating system? Explain all the four types of operating system. Explain five external and internal commands of DOS with their syntax and examples.

(b) Write short notes:

(i) Volatile and non-volatile memory

(ii) RAM and ROM

(iii) High-level and low level programming language

(iv) Scanner and platter

(c) What is the definition of MS access? What are the uses of MS access? What are the major components of MS Access? Write benefits and limitations of using MS Access.

(d) What is an assembly language? Explain its advantages and disadvantages over high level language and machine level language.

(d) Explain the steps to delecting and replacing text in word document.

(e) Write the steps to sort the data in MS Excel.

(f) Explain the process of adding header & footer in word document and also putting page number.

(g) Explain the various characteristics of computer system.

(h) What is input-output device? Explain the role of input-output device in computer system.

Section-C

(Long Answer Type Questions)

: Attempt any **two (02)** out of total 04 (four) quesions. Each question carries 20 (twenty) marks and answer of each question should not exceed 400 words.