21/223-C

B.C.A. (First Semester)

Examination, 2021

Paper - First (101)

(P.C. Software)

Time : Three Hours]   *[Maximum Marks : 70*

Note : Attempt questions from **all** sections as per instructions.

Section - A

(Very Short Answer Type Questions)

Note : Attempt **all** parts of this section. Give answer of each part in about 50 words.

$1\frac{1}{2}\times10=15$

1. (a) What are the application areas of Computer System?

     (b) Name the three types of System Software.

P.T.O.

     (c) Explain digital computer in brief.

     (d) Name the various services of operating system.

     (e) What do you mean by multi-tasking operating system?

     (f) Differentiate between DOS and UNIX operating systems?

     (g) What do you understand by ICON's in windows operating system?

     (h) Explain WWW and HTTP.

     (i) How a Power Point Presentation prepared in M.S.Power Point? Define steps.

     (j) What is editing in MS-Word? Explain in brief.

21/223-C

Section-B

(Short Answer Type Questions)

Note : Attempt **all** questions. Give answer of each question in about 200 words.

$$7 \times 5 = 35$$

2. What are Application Software? What are the differences between Application and System Software? Justify your answer.

OR

What is the procedure to create charts and data sheets in Excel? Explain different types of charts.

3. What are Screen Savers? Write steps to set-up a screen saver for your computer.

OR

What are Document Templates? Explain the format of at least three document templates.

4. What do you understand by Formatting a Disk? Write steps for formatting a disk and explain various options for formatting a disk.

OR

Define Computer Virus. How do they infect and spread in Computer System? Give three examples of viruses.

5. What are Macros? Mention the uses of macros. Write steps for recording and running a macro with the help of an example.

OR

What is the function of the Briefcase-in Windows 95? Explain the steps to use the Briefcase.

6. Discuss various types of Animation techniques. Explain software tools to create animations.

OR

List all the layers in OSI reference Model. Also explain the functions of these layers.

Section-C

(Long Answer Type Questions)

Note : Attempt any **two** questions. Give answer of each question in about 500 words.

10×2=20

7. Explain the following in MS-Word in detail :

   (a) Linking and Embedding object

   (b) Document Dictionary and Page Formatting.

8. What are the various Formatting options available in MS-Power Point. Explain in detail.

9. What is Worksheet? Explain the various operations you can perform on your worksheet in detail.

10. What do you mean by Word Processing? What are the advantages of Word Processing. Also explain how to create and save documents.

11. What is Spread Sheet? Explain the features of spread sheet in detail. Also explain the concept of Mail merge and macro in detail.