

ROLL No:

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Total number of pages:[1]

Total number of questions:06

B.C.A. 1stSem

Information Technology and Office Automation

Subject Code:BCAP1-102

Paper ID:

Time allowed: 3 Hrs

Important Instructions:

Max Marks: 60

- All questions are compulsory
- Assume any missing data

PART A (2×10)

Q. 1. Short-Answer Questions:

All COs

- Differentiate between RAM and ROM
- What is the use of MICR and OCR?
- Define the term www.
- Explain significance of these shortcut keys
i)Ctrl+aii)Ctrl+y
- Briefly explain animation and slide transition in MS-power point.
- What are various characteristics of Computer?
- What do you know about MS-power point?
- How impact printers are different from non-impact printers.
- What is the need of mail merge feature in MS-Word
- Write a short note on web browsers.

PART B (8×5)

Q. 2. Draw the block diagram of computer and write brief note on each component of computer. CO1

OR

What are input and output devices? Explain with example. CO1

Q. 3. What is an operating system and mention at least five functions performed by it. CO2

OR

List and explain the various commonly present icons on windows desktop. CO2

Q. 4. How would you describe a word processing software and discuss the anatomy of MS-Word. CO3

OR

What do you mean by worksheet? What are the various features and application areas of MS-Excel CO3

Q. 5. Define the term internet and state its various applications in today's world. CO4

OR

Discuss the different type of networks and network topologies CO4

Q. 6. How can you classify the computers based on logic and size? Explain in detail. CO1

OR

How did the internet evolve .Explain the at least three protocols needed for its efficient working CO4