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Roll No.

(Printed Pages 4)

Paper Code-128003

BCA 1st Sem. Examination Dec.-2022

Computer Application

Computer Fundamentals & Office

Automation

Code : 103

Time : Three Hours]

[Maximum Marks : 75

Note : Attempt all the sections as per instruction.

Section-A

Note : Attempt all **five** questions. Each question carries **3** marks. Very Short answer is required not exceeding 75 words. $3 \times 5 = 15$

1. Convert the following numbers

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

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

(c) $(101011)_2 = (?)_8$

2. Explain the steps to Deleting and Replacing Text in Word Document.
3. Describe Windows Desktop icons and taskbar.
4. Write the steps to sort the data in MS Excel.
5. What is input-output Device? Explain the role of input-output device in computer system.

Section-B

Note : Attempt any **two** questions out of three. Each question carries 7.5 marks. Short answer is required not exceeding 200 words. $7.5 \times 2 = 15$

6. Explain the various characteristics of computer system.

7. Explain the process of adding header & footer in word document and also putting page number.
8. What is Algorithm define it? Write algorithm for find factorial of a given number.

Section-C

Note : Attempt any **three** questions out of five. Each question carries 15 marks.

Answer is required in detail.

$$15 \times 3 = 45$$

9. What is an Operating System? Explain all the four types of operating system. Explain five external commands of DOS with their syntax and example.
10. (a) Write about relative and absolute cell referencing in MS-Excel.

- (b) What is function in MS-Excel? Write about parts of functions in MS-Excel.
11. Explain five flow chart symbols. Also explain the limitations and advantages of using flowchart. Draw a flow chart to find the average of N numbers.
12. 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.
13. Write short notes:
 - (a) Volatile and non-volatile memory.
 - (b) Primary and Secondary memory.
 - (c) High-level and low-level programming languages.