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Printed Pages : 3

(2)

(21119)

Roll No.:

B.C.A.-I Sem.

18001

B.C.A. Examination, November-2019

COMPUTER FUNDAMENTAL AND

OFFICE AUTOMATION

(BCA-103)

Time : Three Hours]

[Maximum Marks : 75

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

Section-A

(Very Short Answer Questions)

Note : Attempt all the **five** questions. Each question carries 3 marks. Very short answer is required.

5×3=15

1. Convert the following :

(a) $(101101)_2 = (?)_{10}$

(b) $(321)_{10} = (?)_{16}$

(c) $(B23)_{16} = (?)_{10}$

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Write the full form of the abbreviation given below,

(a) PROM

(b) EPROM

(c) HDD

3. Write any three types of word processing software,

4. Give the syntax of any three command in MS-EXCEL.

5. Draw a well labelled block diagram of computer system.

Section-B

(Short Answer Questions)

Note : Give short answer to any **two** questions out of the given three questions. Each question carries $7\frac{1}{2}$ marks. $2 \times 7\frac{1}{2} = 15$

6. Discuss data and information with an example.

7. Discuss the features of MS-POWERPOINT.

8. Define Desktop Publishing and also mention its features.

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Section-C

(Detailed Answer Questions)

Note : Give answer of any *three* of the following five questions in detail. Each question carries 15 marks. $3 \times 15 = 45$

9. Define Operating Systems and also discuss the services provided by the operating system.
10. Define algorithm and flowchart and write an algorithm and flowchart to find the given no. is positive or not.
11. State difference between :
 - (i) LCD and Plasma
 - (ii) Scanner and Plotter
12. Discuss the conversion of number system from
 - (i) Binary to Decimal
 - (ii) Decimal to Octal.
13. Write some command in MS-EXCEL and also discuss its applications.