

Roll No.

BCA-101(N)

B. C. A. (First Semester)
EXAMINATION, Dec., 2013

(New Course)

Paper First

COMPUTER FUNDAMENTAL AND OFFICE AUTOMATION

Time : Three Hours]

[Maximum Marks : 75

Note : Section A is compulsory. Attempt any eleven questions from Section B.

Section—A

1. Choose the most appropriate answer. 10
- (a) This operator produces a single reference to all the cells between two references, including the two cell references:
- (i) Range operator
 - (ii) Intersection operator
 - (iii) Union operator
 - (iv) None of the above
- (b) It can be used to navigate from one sheet to another with in the same or a different worksheet :
- (i) Arrow keys
 - (ii) Enter key
 - (iii) Hyperlink
 - (iv) None of the above

- (c) This pane can be used to add speaker's notes :
- (i) Note pane
 - (ii) Slide pane
 - (iii) Outline pane
 - (iv) None of the above
- (d) You can choose this layout to display the hierarchies of the employees of an organization :
- (i) Organization chart
 - (ii) Two column text
 - (iii) Chart
 - (iv) Table
- (e) In mail merge the file that contains the form letter is referred to as :
- (i) Main document
 - (ii) Record
 - (iii) Data source
 - (iv) Field
- (f) This toolbar contains icons for changing the look/style of your text :
- (i) Formatting toolbar
 - (ii) Reviewing toolbar
 - (iii) Standard toolbar
 - (iv) None of these
- (g) Which of the following combinations of keys can be used to delete a continuous range of files that are stored in the same folder ?
- (i) None of below

- (ii) 'Alt + Del'
 - (iii) 'Ctrl + Del'
 - (iv) 'Ctrl + Shift + Del'
- (h) Which type of folder view displays complete information about a folder ?
- (i) Detail views
 - (ii) Large icons view
 - (iii) List views
 - (iv) None of the above
- (i) Operating system that permits multiple program to be run simultaneously using a single processor is referred to as :
- (i) Multitasking
 - (ii) Multuser
 - (iii) Multiprocessing
 - (iv) Multithreading
- (j) High quality, high speed, high volume and non-impact are terms associated with :
- (i) Laser printer
 - (ii) Inkjet printer
 - (iii) Dot matrix printer
 - (iv) Plotter
2. Match the following (copy same and then show matching sequence by arrow, →) :
- | | | |
|---|-------------------|--|
| <p>(a) A group of 8 bits</p> <p>(b) The smallest element of Information used by computer</p> <p>(c) Millions of instructions per second</p> | <p>X</p> <p>Y</p> | <p>(i) Byte</p> <p>(ii) Nibble</p> <p>(iii) Control unit</p> |
|---|-------------------|--|

- (d) Convert data and instruction to machine readable form (iv) CISC
- (e) Group of 4 bits (v) Cache
- (f) Complex instruction set computing (vi) Bit
- (g) Small fast memories between the CPU and main memory (vii) OMR
- (h) Used exclusively by the banking industry (viii) Input unit
- (i) Sensor marks on readable paper (ix) MICR
- (j) Interprets and ensures that instruction are carried out in desired sequence (x) MIPS

Section—B 55

- 3. Compare Microsoft Access and Microsoft Excel by graphic layout and features.
- 4. (a) Draw the layout of access window and database window in microsoft access.
(b) List and discuss about object/component of Microsoft access.
- 5. How can customization of desktop will perform ? List different tabs available on desktop properties windows.
- 6. What is meant by CPU ? Which part of CPU handle the following :
(a) Mathematical operations
(b) Interprets instructions
- 7. Explain the use of Navigation bar buttons with the reference of Microsoft Excel and Microsoft Access.

- 8. How do you add text in a text box/drawing object, when creating a slide in MS Power Point ?
- 9. Express the following in 1's/9's complement and 2's/10's complement form :
(a) $(230)_{10}$
(b) $(-61)_{10}$
(c) $(5-37)_{10}$
(d) $(10101 \cdot 1011)_2$
(e) $(101011101)_2$
- 10. Write short notes on the following :
(a) BCD
(b) EBCDIC
(c) ASCII
- 11. What are RAM and ROM ? How are they alike ? How are they different ? What are PROM, EPROM and EEPROM ?
- 12. Explain table creating methods in the following application software :
(a) MS Word
(b) MS Access
- 13. What is motherboard ? Explain its component in brief.
- 14. (a) Write about Excel work sheet and work book.
(b) List and explain type of cell entries performed in MS-Excel.
- 15. (a) Which major categories of computer is used in almost all offices and homes ? Discuss why ?
(b) Explain the salient features of Analog Digital and Hybrid computers.
- 16. (a) Explain the use of wild card in MS-DOS.
(b) Discuss about different cell addressing used in MS-Excel.

17. (a) Write about detailed method/procedure to be performed on text paragraph in MS-Word :
- (i) Change the line spacing.
 - (ii) Change space before and after paragraph.
- (b) Write an algorithm and draw a flowchart for the problem that "determines the smallest and the largest element of a list of numbers".