

Roll No. ....

# BCA-101(N)

## B. C. A. (First Semester) EXAMINATION, Dec., 2014

(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 each

1. Multiple Choice Questions :

- (i) The track on a disk which can be accessed without repositioning the R/w heads is :
- (a) Surface
  - (b) Cylinder
  - (c) Cluster
  - (d) All of the above
- (ii) Which of the following is 1's complement of  $(10)_2$  ?

- (a) 01
- (b) 110
- (c) 8
- (d) 11

- (iii) Which part interprets program instructions and initiate control operations ?
- Input unit
  - Storage unit
  - Logic unit
  - Control unit
- (iv) The binary system uses power of :
- 2
  - 10
  - 8
  - 16
- (v) A computer program that converts assembly language code to machine language is :
- Compiler
  - Assembler
  - Interpreter
  - Comparator
- (vi) Multiplication of  $(111)_2$  by  $(101)_2$  is :
- $(110011)_2$
  - $(111100)_2$
  - $(100011)_2$
  - $(000101)_2$
- (vii) In DOS which of the following keys will bypass the CONFIG.SYS and AUTOEXEC.BAT file execution ?
- F8
  - F5
  - F4
  - F1

- (viii) While working with MS DOS which command is used to display the contents of a file and pause the display after each screenful of information ?
- TYPE filename/more
  - CAT filename/more
  - TYPE filename/P9
  - CAT filename/P9
- (ix) The term gigabyte refers to :
- 1024 bytes
  - 1024 kilobytes
  - 1024 megabytes
  - 1024 terabytes
- (x) Which of the following terms is most closely related to main memory ?
- non-volatile
  - permanent
  - control unit
  - temporary
- (xi) MS Office is an Application Software :
- True
  - False
- (xii) Thesaurus tool in MS Word is used for :
- Spelling suggestions
  - Synonyms and Antonyms
  - Paragraghing
  - Thesis writing

(xiii) A character that is raised and smaller above the baseline is known as :

- (a) Raised
- (b) Outlined
- (c) Subscript
- (d) Superscript

(xiv) MS Word automatically moves the text to the next line when it reaches the right edge of screen and is called :

- (a) Carriage return
- (b) Enter
- (c) Word wrap
- (d) None of the above

(xv) In MS Excel to insert three columns between columns D and E you would :

- (a) Select Column D
- (b) Select Column E
- (c) Select both columns D and F
- (d) Select columns D, E and F

(xvi) How do you change the column width to fit the contents in MS Excel ?

- (a) Single click the boundary to the left to the column heading
- (b) Double click the boundary to the right of the column heading
- (c) Press Alt and single click anywhere in the column
- (d) All of the above

(xvii) To drag a selected range of data to another worksheet in the same workbook of MS Excel we use the :

- (a) Tab key
- (b) Alt key
- (c) Shift key
- (d) Control key

(xviii) In MS Access what are the different views to display a Table ?

- (a) Datasheet view
- (b) Design view
- (c) Pivot table and Pivot chart view
- (d) (a) and (b)
- (e) None of the above

(xix) The checking operation performed on Input data is called the :

- (a) Validation of data
- (b) Verification of data
- (c) Cross checking of data
- (d) Control of data

(xx) What field type is used to store picture in a table ?

- (a) Memo
- (b) OLE
- (c) Hyperlink
- (d) Text

## Section—B

Note : Attempt any *eleven* questions from this Section. Each question carries 5 marks.

2. In MS Excel how would you display the data entered in a column to a row :

X

Y → XYZ

Z

3. Explain the purpose of using cache memory in a computer system. Where is cache memory installed ?

4. Convert the following :

(i)  $(10101)_2 = (?)_{10}$

(ii)  $(2057)_{18} = (?)_{10}$

(iii)  $(1AF)_{16} = (?)_{10}$

(iv)  $(952)_{10} = (?)_8$

(v)  $(1101010)_2 = (?)_8$

5. Write in short about the following :

(i) BCD

(ii) EBCDIC

(iii) ASCII

(iv) UNICODE

6. (a) Subtract  $(0111000)_2$  from  $(1011100)_2$ .

(b) Multiply  $(1010)_2$  and  $(1001)_2$ .(c) Divide  $(100001)_2$  by  $(110)_2$  and write down the quotient and remainder.

7. What are the principal operations that occur when a Personal Computer boots up ? (Answer pointwise).

8. What are the principle functions of an operating system ? (Answer pointwise).

9. Write an algorithm and draw corresponding flowchart for finding the sum of N numbers entered by the user.

Note : both N (the count of numbers) and numbers themselves are to be accepted from one user.

10. Write in short to the point about the following files/programs related to DOS :

(a) IO.SYS

(b) MSDOS.SYS

(c) Command.Com

(d) Config.sys

(e) Autoexec. Bat

11. (a) Write in short about each data type available in MS Access for the fields of a table.

(b) What is an Index ? What properties of an index can be set in MS Access ?

12. Differentiate between Relative and Absolute cell referencing techniques with the help of a sample data in MS Excel.

13. What is the difference between Animation and Transition w. r. t. MS PowerPoint ?

(a) Briefly explain the use of crop option of a picture.

(b) What is a Template ? How is it useful ?

(c) What is the purpose of reviews option in MS Word ?

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