BCA–101(N)

B. C. A. (First Semester)
EXAMINATION, Dec., 2012

(New Course)

Paper First

COMPUTER FUNDAMENTAL AND OFFICE AUTOMATION

Time : Three Hours]　　　　　　　　　[*Maximum Marks : 75*

Note : Section A is compulsory. Attempt any *seven* questions from Section B and *one* question from Section C.

Section – A　　　　　　　18
(Numerical/Analytical/Problematic Questions)

1. Choose the correct answer from given alternatives.　4

   (i) CPU reads the information from secondary memory :

      (a) Directly

      (b) First information is transferred to main memory and from there CPU reads

      (c) Through registers

      (d) None of these

   (ii) Main memory stores :

      (a) Data only

(b) Program only

(c) Data, program and result or any kind of information

(d) None of these

(iii) Interpretation of instruction in a computer is done by :

(a) Registers

(b) Control Unit

(c) ALU

(d) Storage Unit

(iv) .... is used to print graphical output on paper.

(a) Printer

(b) Laser

(c) Speaker

(d) Plotter

2. Convert the nos. into corresponding number system :   10

(i) $(1100 \cdot 101)_2 = ( )_{10}$

(ii) $(24 \cdot 18)_{10} = ( )_2$

(iii) $(37)_8 + (61)_8 = ( )_8$

(iv) $(42\,BA)_{16} = ( )_8$

(v) $(10101)_2 + (11001)_2 = ( )_2$

3. Fill in the blanks with appropriate answers :   4

(i) .... converts program in high level language to machine language.

(ii) .... is a fast memory that serves a buffer between processor and main memory.

(iii) .... controls the start up of a computer i. e., booting.

(iv) 1 kilobyte = ... byte.

Section – B
6 each

(Short Answer Type Questions)

4. What is RAM ? What is ROM ? Categorise each of RAM and ROM. Explain varieties of ROM.

5. Write two types of RAM. Write a comparison between these.

6. Explain and write their importance :

   (i) Machine level language

   (ii) Assembly language

   (iii) High level language

7. What is Disk Operating System ? Differentiate between internal and external commands.

8. What is Operating System ? Write the functions of operating system. Explain :

   (i) Multiprogramming OS

   (ii) Time sharing OS

9. What is the difference between primary memory and secondary memory. Write the categories of memory under primary memory ? Explain them.

10. What is meant by editing a document ? What are the differences between editing and formatting a document ? Give example in reference to MS-word.

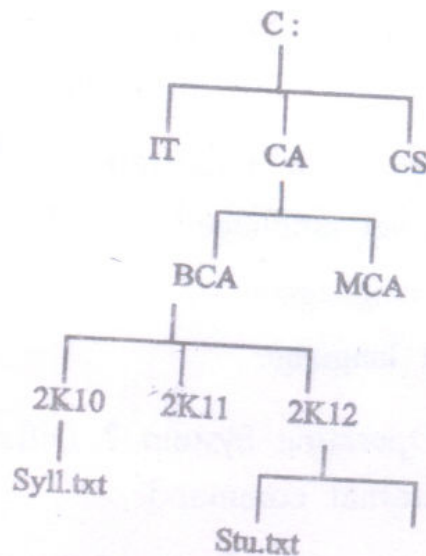11. What is the basic technique applied in a mail merge operation in MS-Word ?

12. (i) What are Hyperlinks ? How would you insert a hyperlink in word document ?

(ii) How would you put headers and footers in a WORD document ?

13. What is an Algorithm ? Give an algorithm and flow chart to find the largest of n given numbers.

Section – C

(Long Answer Type Questions)   15 each

14.

(a) Create above directory structure with DOS command. (with files given)

(b) Copy file syll.txt to the directory 2K12. (write command).

(c) Explain the concept of batch file in DOS. How to create a batch file ?

(d) Write two types of wild card characters and their meaning with examples.

15. (a) With reference to MS-Access :

(i) Create a table with proper example. Write steps.

(ii) Create a query. Write steps.

(iii) What is a form ? Create a form. Write steps.

(b) With reference to MS-Excel :

(i) Differentiate between work book and worksheet.

(ii) Describe data validation tool in Excel. Discuss 3 features in it.

ꭰ)

5

S

}

2500