

Roll No. ....

## BCA-102(O)

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

(Old Course)

Paper Second

#### PERSONAL COMPUTER SOFTWARE

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

20

1. (a) What is the output of the following DOS commands ?
  - (i) C : > dir
  - (ii) C : > date
  - (iii) C : > vol
  - (iv) C : > time
  - (v) C : > md
- (b) Write down procedure for saving a file on workbook in MS-Excel.
2. (a) Convert the following into bits :
  - (i) 4 MB
  - (ii) 8 KB
  - (iii) 16 GB
  - (iv) 10 B
- (b) Discuss the various generations of computer.

## Section – B

35

Note : Attempt any *seven* questions.

3. What is the application of 'BATCH' file of DOS ? Explain AUTOEXEC and BAT files of DOS.
4. Define RAM, ROM, PROM and EPROM.
5. What are basic components of a computer system ? Describe the role of each functioning of computer system.
6. Define the term booting. Give the *five* booting devices. Explain BIOS.
7. What is the application of 'Control Panel' ?
8. What is a dialog box in windows ? How do we move within a dialog box and what are the options available for supplying information in a dialog box ?
9. What is font ? What is meant by font size and font style ? Write down some font styles and explain their area of application.
10. What is mail merge ? What are main steps involved in mail merge ? Write down mail merge feature for levels and envelopes.
11. What are the main functions of DBMS software ?
12. What is template ? Differentiate user templates, workgroup templates and global templates.

## Section – C

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Note : Attempt any *one* question.

13. (a) Write down some of important registers of CPU and explain the function of any *two* of them.

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- (b) Write down complete procedure to draw BAR chart in excel worksheet and add title, legend and gridlines to this chart.
14. (a) Write short notes on the following :
- (i) Internal and external DOS commands
  - (ii) FAT
  - (iii) Supercomputer
- (b) What are Computer Viruses ? Explain.