B.C.A. (Ist – Sem.) Examination, Dec. 2015
Computer Fundamental and Office Automation (BCA 101)

1. (a) List the characteristics of micro-computers and compare it from main frame computer. 5+5+5=15

   b) What is PROM? Differentiate it from EPROM.

   c) Describe the types and features of the following programming languages:

      i) Assembly language   ii) Machine language

2. a) Explain the advantages and dis-advantages of a flow chart.

   b) Write the algorithm to compute the sum of numbers from 1 to 100. 5+5+5=15

   c) Convert the following as directed:

      i) $(1010110)_2 = ()_8$

      ii) $(5704)_8 = ()_{16}$

      iii) $(2ABF)_3 = ()_2$

      iv) $(4050)_{10} = ()_{16}$

      v) $(EAF)_{16} = ()_2$

3. a) What is a file? How is it different from directory? List the usage of following files. 5+5+5=15

      i) batch file   ii) I/O file

      iii) sys file   iv) back-up file

   b) Differentiate between internal and external DOS Commands.

   c) Explain time-shared operating system and differentiate it from real-time operating system.

4. a) What are the features of MS-Windows? Explain the following:

      i) Control panel   ii) Task bar

   b) Explain windows accessories with suitable examples.

   c) Describe the usage of following:

      i) Notepad   ii) Paintbrush

5. a) What is DTP? Explain any DTP package used for desktop publishing. 5+5+5=15

   b) List the following tools of MS-Word.

      i) Mail-merge   ii) Grammar & Spell check

   c) What is spread sheet? Write ten MS-Excel Commands with their syntax and usage.

6. Write short notes on any three of the following:

   i) Plasma Display   ii) Secondary Storage Devices

   iii) Algorithm

   iv) Windows Application

   v) MS-Power Point