B.C.A. (Ist – Sem.) Examination, Dec. 2016
Computer Fundamental and Office Automation (BCA 101)

Note : Attempt any five questions. All questions carry equal Marks.

1. (a) Discuss the characteristics of a Computer.
   (b) What is Super Computer ? List the role of super computer by India
   (c) Convert as directed :
      (i) $(10101100011)_2$ into Octal   (ii) $(CDABF)_{16}$ into Binary

Or

   (a) What are Files ? How the files are differentiated by the directories ?
   (b) Distinguish between CD & HD.
   (c) Differentiate between Printer & Plotter.

2. (a) List the rules to construct the flow chart.
   (b) Draw the flow chart to sum the natural number 0 to 1000, which are dividable by 10.
   (c) Differentiate between internal and external DOS commands.

Or

   (a) Sum the following by using binary operation :
      (i) 25—30   (ii) 125—75
   (b) Explain the following :
      (i) Assembler   (ii) Scanner
   (c) What is primary memory ? Explain the usage of RAM and ROM.

3. (a) What is time shared OS : How is it different from Real Time OS?
   (b) Describe the following :
      (i) GUI   (ii) Program Manager
   (c) Differentiate between DOS & Windows.

Or

   (a) Describe the following :
      (i) Format word document   (ii) Insert word art
      (iii) Page setup   (iv) Inserting Tables in word
   (b) What do you mean by office automation ? Explain the role of DTP in office automation.
   (c) Differentiate between batch file and back up file.

4. (a) Describe the following :
      (i) Paint brush tool   (ii) LCD Monitor
   (b) Differentiate between EPROM & CDROM.
   (c) Explain the usage of the following :
      (i) Power Point   (ii) UPS

Or

   (a) What is excel data sheet ? Describe to store symbols, snapshots and time stamps in excel sheet.

Or

(b) Explain the step by step process of doing mail-merge with MS-Excel sheet.

(c) Define the following :

    (i)   Word translation   (ii)   Thesaurus

5. Write short notes on the **four** of the following :

    (i)   Mainframe Computers   (ii)   Machine language

    (iii) Plasma Display   (iv) Windows Accessories

    (v) Excel Workbook   (vi) Grammar & Spell check.