D
(20321)
B.C.A.-I Sem.

(Printed Pages 4)

Roll No. ....

18001

B.C.A. Examination, Dec.-2020

Computer Fundamentals and

Office Automation

(BCA-103)

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

Note : Attempt questions from all sections as per instructions.

Section-A

(Very Short Answer Questions)

Note : Attempt all the five questions. Each question carries 3 marks. Very short answer is required.   3×5=15

1. Convert the following Nos:

    (a) $(F28)_{16}=(?)_{10}$

   (b) $(61.3)_{10}=(?)_{2}$

   (c) $(A92H)_{16}=(?)_{8}$

2. State difference between primary and secondary memory.

3. What are Batch Files in DOS?

4. Write various types of O.S.?

5. State difference between Input and Output device?

Section-B

(Short Answer Questions)

Note : Give short answers to any **two** questions out of the given three questions. Each question carries 7½ marks.   7½×2=15

6. What is Computer? Explain its characteristics.

7. What do you mean by computer languages? Explain Compiler, Interpreter.

8. What is flow chart? Explain Flow Chart symbols.

Section-C

(Detailed Answer Questions)

Note : Give answer to any **three** of the following five questions in detail. Each question carries 15 marks. 15×3=45

9. Write features, usage of MS-EXCEL? and explain various types of charts in MS Excel.

10. Write short notes on:

(I) Notepad

(II) Status bar

(III) Window Application

(Iv) Task bar

(v) Desktop

11. Write an Algorithm & Flowchart to find the greatest among three Nos.

12. Explain block diagram of Computer in detail. Also explain types of computers.

13. (I) What is an Assembly language? Explain its advantages and disadvantages over Machine level language.

(ii) Write features of DOS operating system.