

Exam. Code : 107201

Subject Code : 1668

**Bachelor of Computer Application (BCA) 1st Sem.
(Batch 2021-24)**

**INTRODUCTION TO COMPUTERS AND
INFORMATION TECHNOLOGY**

Paper-II

Time Allowed—3 Hours] [Maximum Marks—75

Note :- Attempt **FIVE** questions in all, selecting at least **ONE** question from each section. The **fifth** question may be attempted from any section. All questions carry equal marks.

SECTION-A

1. What is a computer ? Explain its functional units.
2. What is the importance of computers in our life ?

SECTION-B

3. Discuss working of keyboard and joystick.
4. Discuss about the laser printers briefly.

SECTION-C

5. What is secondary storage ? What are the storage devices ?
6. What is meant by margins ? How will you set them in the document ?

SECTION-D

7. Write the steps to add video in your presentation.
8. What is meant by graph plotting in spreadsheet ? How is it done ?