BCA I Sem.

18001

B. C. A. Examination, Dec. 2012

COMPUTER FUNDAMENTALS & OFFICE

AUTOMATION

(BCA-103)

(New)

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

Note : Attempt all the Sections as per instructions.

Section-A

(Very Short Answer Questions)

Attempt all *Five* questions. Each question carries 3 marks. Very short answer is required not exceeding 75 words.   3×5=15

1.   What is the role of I/o devices in computer ?

2. Convert the following decimal numbers to binary :

   (i) 32

   (ii) 1694

   (iii) 435.

3. Compare the Laser and Dot matrix printer.

4. What is an operating system ?

5. What is shell script ?

Section-B

(Short Answer Questions)

Attempt any *two* questions out of the following three questions. Each question carries 7½ marks. Short answer is required not exceeding 200 words. 7½×2=15

6. Explain various arithmetic and relational operators.

7. What is an algorithm ? Write the characteristics of an algorithm.

8. Explain the working of Windows Explorer.

Section-C

(Detailed Answer Questions)

Attempt any *three* questions out of the following five questions. Each question carries 15 marks. Answer is required in detail. 15×3=45

9. What do you understand by MS-Excel ? Write the application of MS-Excel in various areas.

10. Discuss the salient features of multi-programming and multi-tasking.

11. What do you mean by MS.DOS ? Why a file command .com considered as an important files ? Write DOS command to do the following :

    (a) to change present working directory to another directory

    (b) to check the space available on your hard disk.

12. Explain the difference between main memory and auxiliary memory. What are the differences between RAM and ROM ? Give any two examples of auxiliary memory.

13. Draw a block diagram showing all functional units of a digital computer. Explain the function and role of each unit in brief.