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(21223)
B.C.A.-I Sem.

(Printed Pages 4)
Roll No.

18001
B.C.A. Examination, Dec.-2023
Computer Fundamental and Office
Automation
(BCA-103)

Time : Three Hours] [Maximum Marks : 75

Note : Attempt **all** the Sections as per instructions.

Section-A

(Very Short Answer Type Questions)

Note : Attempt **all** questions. Each question carries 03 marks. Very short answer is required.

1. Draw a well labelled block diagram of Computer system. 3

P.T.O.

2. Discuss data and information with an example. 3
3. Give the syntax of any three command in MS-Excel. 3
4. Write the full form of the abbreviation given below. 3
- (a) HDD
- (b) EEPROM
- (c) PROM
5. Find the decimal equivalent of the following numbers: 3
- (i) $(11001)_2$
- (ii) $(2614)_8$
- (iii) $(7E)_{16}$

Section-B

(Short Answer Type Questions)

Note : Give short answers of any **two** questions out of the given **three** questions. Each question carries 7.5 marks.

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6. Compare the impact and non-impact printers. 7.5
7. What are batch files in DOS? How is a batch file created? Explain with the help of an example. 7.5
8. Draw the flowchart to find the area and circumference of a circle. 7.5

Section-C

(Detailed Answer Types Questions)

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

9. Discuss various types of primary and secondary memories. 15
10. (a) What are the main features of MS-Excel? 5
- (b) Explain the three types of addressing modes available in MS-Excel. 5
- (c) Discuss the role of formulas in MS-Excel. 5

11. (a) What is an Assembly language? Explain its advantages and disadvantages over machine level language. 7.5

- (b) Discuss the features of MS-power-point. 7.5

12. State difference between: $3 \times 5 = 15$

- (i) Binary number system and decimal number system

- (ii) LCD and plasma

- (iii) Scanner and Plotter

13. (a) What do you understand by Desktop Publishing? Write the features of DTP. 7.5

- (b) Differentiate between high level, assembly and machine language. 7.5