

18001
B.C.A. Examination, Dec.-2024
Computer Fundamental 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 Type Questions)

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

1. What are Batch Files in DOS? 3

P.T.O.

2. Write any three types of word processing software. 3
3. Draw a flow chart to explain the concept of information processing. 3
4. Write down the answer for the following: 3
- (i) $(11010)_2 = (?)_{10}$
- (ii) $(11111)_{16} = (?)_2$
- (iii) $(11111)_2 = (?)_{16}$
5. Write down the binary equivalent of the following : 3
- (i) $(FA3)_{16}$
- (ii) $(777)_8$
- (iii) $(1020)_{10}$

Section-B

(Short Answer Type Questions)

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

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6. What is an algorithm? Write down the algorithm for finding out whether a number is odd or even. 7.5
7. Explain the characteristics of Digital Computer. 7.5
8. Explain the important features of desktop in reference of MS Windows. 7.5

Section-C

(Detailed Answer Questions)

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

9. (a) Draw a flowchart to print first 10 odd numbers. 7.5
- (b) What is control panel? Explain its various features. 7.5

10. (a) What is the role of a taskbar? What are its features? Explain. 7.5
- (b) Draw a flow chart to pick up the biggest of the three unequal positive integers. 7.5
11. (a) How is data organized in files and directories? 7.5
- (b) Define operating system and also give some of its features. 7.5
12. Discuss the different types of storage medium in computers. Write the difference of access speed of each type with respect to capacity and type. 15

13. Write a short note on the following : 3×5=15
- (a) Notepad
 - (b) Super Computer
 - (c) EPROM
 - (d) Pen drive
 - (e) Desktop