

A
(20222)
B.C.A.-I Sem.

(Printed Pages 4)
Roll No.

18001 (CV-III)

B.C.A. Examination, Dec.-2021

Computer Fundamentals and Office

Automation

(BCA-103)

Time : 1½ Hours.]

[Maximum Marks : 75

Note : Attempt questions from **all** sections
as per instructions.

Section-A

(Very Short Answer Questions)

Note : Answer any **two** questions. Each
question carries 7.5 marks. Very short
answer is required. $2 \times 7.5 = 15$

P.T.O.

1. Perform the following conversions :

(a) $(1101001)_2 = (?)_{16}$

(b) $(462.35)_{10} = (?)_8$

(c) $(F3C7.A)_{16} = (?)_2$

2. Differentiate between algorithm and
flowchart.

3. Write any 3 services provided by an
operating system.

4. What is the difference between Microsoft
Excel and Microsoft Word?

5. Write any three benefits of MS-Access?

Section-B

(Short Answer Questions)

Note : Answer any **one** question out of the
following **three** questions. Each
question carries 15 marks. Short
answer is required. $1 \times 15 = 15$

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6. What should be the characteristics of an efficient algorithm?
7. Define operating system. Explain the different types of operating system.
8. Explain the following :
 - (a) Control Panel
 - (b) Windows Accessories
 - (c) Desktop

Section-C

(Detailed Answer Questions)

Note : Answer any **two** questions out of the following **five** questions. Each question carries 22.5 marks. Answer is required in detail. $2 \times 22.5 = 45$

9. What do you mean by programming languages? Differentiate between high-level, assembly and machine language.

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P.T.O.

10. What is primary and secondary memory?

✓ Explain the various types of Random access memory.

11. Discuss various types of symbols used in a flowchart. Explain with the help of an example of any flowchart of your choice.

12. What do you mean by DOS commands? Explain any three internal and external commands of DOS with their syntax.

13. What is the purpose of Power Point? Explain its various features that are used for preparing a business presentation.

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