

Three/Four Year B.C.A. I Semester**Examination – December 2023****(Faculty of Science)****(Three-Year scheme of 10+2+3 Pattern)****Paper – BCA – 51T – 105****COMPUTER FUNDAMENTALS AND OFFICE
MANAGEMENT TOOLS****Time Allowed: Three Hours****Maximum Marks – 80****QUESTION PAPER CONSISTS OF TWO PARTS A AND B.****Part A : 20 Marks**

Part A is compulsory having 10 very short answer-type questions (with a limit of 20 words) of two marks each. The first question is based on knowledge, understanding and applications of the topics/text covered in the syllabus.

(भाग अ में दो अंक के 10 अति लघुउत्तरीय प्रश्न (20 शब्दों की सीमा के साथ) अनिवार्य हैं। पहला प्रश्न पाठ्यक्रम में शामिल विषयों / पाठ के ज्ञान, समझ और अनुप्रयोगों पर आधारित हैं।)

Part B : 60 Marks

Part B of the question paper is divided into four units comprising question numbers 2 – 5. There is one descriptive question from each unit with internal choice. Each question will carry 15 marks.

(भाग ब के प्रश्न पत्र को प्रश्न संख्या 2-5 सहित चार इकाइयों में विभाजित है। प्रत्येक इकाई से आंतरिक विकल्प के साथ एक वर्णनात्मक प्रश्न है। प्रत्येक प्रश्न 15 अंक का है।)

PART – A

1. Write short answers to the following –

[2*10=20]

- (a) What is the difference between Hardware and Software?
- (b) Full form of BCD and ASCII.
- (c) Difference between Application & System Software.
- (d) Define web browser.
- (e) What is the difference between Save and Save as?

- (f) Explain Macro in MS – Excel.
- (g) Write shortcut key of Cut and Copy.
- (h) What is MS Access used for?
- (i) How can you insert a new slide in PowerPoint?
- (j) Explain few useful functions in Excel.
- (k) syntax.

PART – B**2.**

- (a) What is computer? Explain different types of computer. [10]
- (b) Convert the following – [5]
 - (i) $(75)_{10} = (?)_2$
 - (ii) $(153)_8 = (?)_{10}$

OR

Draw a block diagram of a computer. Explain the function of each of the blocks. [15]

3.

- (a) Define software. List and explain the types of software. Give two examples of each category. [10]
- (b) What is an Internet? Explain advantages of internet. [5]

OR

Differentiate between High Level, Machine Level and Assembly Level languages. [15]

4.

(a) Explain the process of adding header & footer in word document and also putting page number. [10]

(b) What is an electronic spreadsheet? Explain different features. [5]

OR

Describe the complete process of Mail – Merge. [15]

5. What is PowerPoint presentation? Explain its advantages & features. [15]

OR

Write all the steps to create a report in MS – Access. [15]

