

This question paper contains 2 printed pages.

Roll No. 117792

UG0801

BCA-51T-105

5028

Three/Four Year B.C.A. I Semester

Examination - Dec. 2023

(Faculty of Science)

678313

Subject – BCA

Computer Fundamentals and Office Management Tools

Time Allowed: Three Hours

समय सीमा: तीन घंटे

Maximum Marks: 80

अधिकतम अंक: 80

No supplementary answer book will be given to any candidate. The candidates should write the answers precisely in the main answer book only.

किसी भी परीक्षार्थी को पूरक उत्तर-पुस्तिका नहीं दी जाएगी। परीक्षार्थियों को समस्त प्रश्नों के उत्तर मुख्य उत्तर-पुस्तिका में ही लिखने चाहिए।

Answers to short answer-type questions must be given in sequential order. Similarly, all the parts of one question of descriptive part should be answered in one place in the answer book.

लघुत्तरात्मक प्रश्नों के उत्तर प्रश्नों के क्रमानुसार ही दें। इसी प्रकार किसी भी एक वर्णनात्मक प्रश्न के अन्तर्गत पूछे गए विभिन्न प्रश्नों के उत्तर, उत्तर-पुस्तिका में एक ही स्थान पर क्रमानुसार हल करने चाहिए।

Write your roll number on the question paper before start writing the answers to questions.

प्रश्नों के उत्तर लिखने से पूर्व प्रश्न पत्र पर रोल नम्बर अवश्य लिखिए।

Question paper consists of two parts A and B.

प्रश्न पत्र में दो भाग अ और ब होंगे।

PART A: 20 marks भाग – अ: 20 अंक

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 लघु उत्तरीय प्रश्न (20 शब्दों की सीमा के साथ) अनिवार्य हैं। पहला प्रश्न पाठ्यक्रम में शामिल विषयों/पाठ के ज्ञान, समझ और अनुप्रयोगों पर आधारित है।

PART B: 60 marks भाग – अ: 60 अंक

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

[10×2=20]

1. Write short answers to the following -

- (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.

PART-B

Unit-1

- 2. (a) What is a computer? Explain different types of computer. [10]
- (b) Convert the following - [2×2½=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]

Unit-2

- 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 & Assembly level language. [15]

Unit-3

- 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]

Unit-4

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

OR

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