

COMPUTER FUNDAMENTALS AND OFFICE AUTOMATION**(BCA-103) (New Course)****Time : Three Hours****(Maximum Marks : 75)****Note :** Attempt questions from all Sections as per instruction.**Section : A****(Very Short Answer Questions)****Note :** Attempt all the five questions. Each question carries 3 marks. Very short answer is required. $3 \times 5 = 15$

1. Write down the binary equivalent of the following: 3
(1) $(FA3)_{16}$ (ii) $(777)_8$ (ii) $(1020)_{10}$
2. Write down the answers for the following: 3
(1) $(11010)_2 = (?)_{10}$ (ii) $(11111)_{16} = (?)_2$ (iii) $(11111)_2 = (?)_{16}$
3. What are Super Computers? 3
4. What are Batch Files in DOS? 3
5. Explain three most significant features of a word processor 3

Section : B (Short Answer Questions)**Note :** Give short answers to any two questions out of the given three questions. Each question carries $7\frac{1}{2}$ marks. $7\frac{1}{2} \times 2 = 15$

6. How is data organized in files and directories? $7\frac{1}{2}$
7. What is an algorithm? Write down the algorithm for finding out whether a number is odd or even. $7\frac{1}{2}$
8. Explain the importance features of desktop in reference to MS Windows. $7\frac{1}{2}$

Section : C (Detailed Answer Questions)**Note :** Give answers to any three of the following five questions in detail. Each question carries 15 marks. $15 \times 3 = 45$

9. Discuss various types of primary and secondary memories. 15
10. (a) Draw a flowchart to print first 10 odd numbers. $7\frac{1}{2}$
(b) What are batch files in DOS? How is a batch file created? Explain with the help of an example. $7\frac{1}{2}$
11. (a) What is a control panel? Explain its various features. $7\frac{1}{2}$
(b) What is the role of a task bar? What are its features? Explain. $7\frac{1}{2}$
12. Explain various features of MS-Word. Write down the steps involved in each of the following:
(a) Creating a table and filling it with data. 5
(b) Checking the spellings of the text entered. 5
13. (a) What are the main features of MS-Excel? 5
(b) Discuss the role of formulas in MS-Excel? 5
(c) Explain the three types of addressing modes available in MS-Excel. 5

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