

(i) Printed Pages: 3

Roll No.

(ii) Questions : 9

Sub. Code :

0	9	1	3
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Exam. Code :

0	0	2	7
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Bachelor of Computer Applications 1st Semester

(1129)

**COMPUTER FUNDAMENTALS AND
COMPUTING SOFTWARE**

Paper—BCA-16-103

Time Allowed : Three Hours]

[Maximum Marks : 65

Note :— Candidates are required to attempt *five* questions in all including Question No. 9 (which is compulsory) and attempt remaining *four* questions by selecting *one* question from each section.

SECTION—A

1. (a) What do you mean by a generation of computer ? Explain the various generations of computer with the advantages and disadvantages of each. 6
- (b) Explain working principle of keyboard and laser printer in detail. 7
2. (a) What do you mean by software ? Explain and compare various types of software. 6
- (b) Write short note on : CD-RW and Flash Memory. 7

SECTION—B

3. Explain the following DOS commands with proper syntax and example :
PATH, REN, TYPE, DIR, COPY, XCOPY, FIND, FORMAT, ATTRIB, CHKDSK, SYS, TREE, SCANDISK, CD. 13

4. Differentiate between DOS and WINDOWS operating system. Explain various components of WINDOWS Desktop. What is the significance of control panel ? 13

SECTION—C

5. What do you mean by word processor ? Write a step-by-step procedure to do each of the following activities using Word Processing software :
- (i) Replacing text
 - (ii) To check the spelling mistakes
 - (iii) Mail-Merge
 - (iv) Inserting table. 13
6. (a) Explain the following facilities of a word processor :
- (i) Format painter
 - (ii) Autocorrect and Autotext
 - (iii) Page setup. 6
- (b) Differentiate between table of content, index and bibliography. Write the steps to include table of content, index and bibliography. 7

SECTION—D

7. (a) What is a slide ? How can we apply transition and animation to a slide ? 6
- (b) What do you mean by conditional formatting ? Explain the steps to sort the records using conditional formatting in spread sheet package. 7

8. (a) Define macro. Write down the procedure to create record and run a macro in a spread sheet package. 6
- (b) Write a step-by-step procedure to create a simple presentation using the PowerPoint package whose slides include a title page (slide), a figure, bulleted text, a bar-graph and an organisation chart. 7

SECTION—E

9. (i) What is a template in any Word processor software ? 2
- (ii) Differentiate between absolute cell addressing and relative cell addressing. 2
- (iii) What is wildcard in DOS ? 2
- (iv) What is Recycle Bin ? 2
- (v) What do you mean by volatile memory ? Give example. 2
- (vi) Differentiate between bit, byte and word. 2
- (vii) Give the full form of the abbreviations : VLSI, UNIVAC. 1