

2022
Bachelor of Computer Applications
First Semester
BCA-16-103: Computer Fundamentals and Computing Software

Time allowed: 3 Hours

Max. Marks: 65

NOTE: Attempt five questions in all, including Question No. I which is compulsory and selecting one question from each Unit.

x-x-x

I. Attempt the following:-

- a) Define header and footer. (3)
- b) How to create fill-in forms? (2)
- c) What are the different types of memory available? (2)
- d) Differentiate between application software and system software. (2)
- e) Differentiate between bit, byte and word. (2)
- f) Explain the use of Autocorrect feature. (2)

UNIT - I

- II. Describe various input devices of computer system with diagrams and also explain different types of printers? Explain the working of the same. (13)
- III. What do you mean by software and hardware? Explain and compare various types of software. (13)

UNIT - II

- IV. Explain the following DOS commands with proper syntax and example: PATH, REN, TYPE, DIR, COPY, XCOPY, FIND, FORMAT, ATTRIB, CHKDSK, SYS, TREE, SCANDISK, and CD. (13)
- V. What do you understand by Anatomy of windows? Also explain special features also. (13)

P.T.O.

(2)

UNIT - III

- VI. Explain important features of any word processor and how a document is mail-merged explain with suitable examples. (13)
- VII. 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)

UNIT - IV

- VIII. What do you mean by conditional formatting? Explain the steps to sort the records using conditional formatting in spread sheet package. (13)
- IX. Write 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 organization chart by choosing appropriate data on your own. (13)

X-X-X