

BCA-101(N)
B. C. A. (First Semester)
EXAMINATION, Dec., 2013
(New Course)
Paper First

COMPUTER FUNDAMENTAL AND OFFICE AUTOMATION

Time: Three Hours]

[Maximum Marks: 75

Note: Section A is compulsory. Attempt any eleven questions from Section B.

Section-A

1. Choose the most appropriate answer.

(a) This operator produces a single reference to all the cells between two references, including the two cell references:

- (i) Range operator
- (ii) Intersection operator
- (iii) Union operator
- (iv) None of the above

(b) It can be used to navigate from one sheet to another with in the same or a different worksheet:

- (i) Arrow keys
- (ii) Enter key
- (iii) Hyperlink
- (iv) None of the above

(c) This pane can be used to add speaker's notes:

- (i) Note pane
- (ii) Slide pane
- (iii) Outline pane
- (iv) None of the above

(d) You can choose this layout to display the hierarchies of the employees of an organization:

- (i) Organization chart
- (ii) Two column text
- (iii) Chart
- (iv) Table

(e) In mail merge the file that contains the form letter is referred to as:

- (i) Main document
- (ii) Record
- (iii) Data source
- (iv) Field

(f) This toolbar contains icons for changing the look/style of your text:

- (i) Formatting toolbar
- (ii) Reviewing toolbar
- (iii) Standard toolbar
- (iv) None of these

(g) Which of the following combinations of keys can be used to delete a continuous range of files that are stored in the same folder?

- (i) None of below
- (ii) 'Alt + Del'
- (iii) 'Ctrl+ Del'
- (iv) 'Ctrl + Shift + Del'

(h) Which type of folder view displays complete information about a folder?

- (i) Detail views
- (ii) Large Icons view
- (iii) List views
- (iv) None of the above

(I) Operating system that permits multiple program to to be run simultaneously using a single processor is referred to as:

- (i) Multitasking
- (ii) Multiuser
- (iii) Multiprocessing
- (iv) Multithreading

(f) High quality, high speed, high volume and non- Impact are terms associated with:

- (i) Laser printer
- (ii) Inkjet printer
- (iii) Dot matrix printer
- (iv) Plotter

2. Match the following (copy same and then show matching sequence by arrow,→):

- | X | Y |
|---|--------------------|
| (a) A group of 8 bits | (i) Byte |
| (b) The smallest element of Information used by computer | (ii) Nibble |
| (c) Millions of instructions per second | (iii) Control unit |
| (d) Convert data and instruction to machine readable form | (iv) CISC |
| (e) Group of 4 bits | (v) Cache |
| (f) Complex Instruction set computing | (vi) Bit |
| (g) Small fast memories between the CPU and main memory | (vii) OMR |
| (h) Used exclusively by the banking industry | (viii) Input unit |
| (i) Sensor marks on computer readable paper | (ix) MICR |

- (f) Interprets and ensure that Instruction (x) MIPS
are carried out in desired sequence

Section-B

3. Compare Microsoft Access and Microsoft Excel by graphic layout and features.
4. (a) Draw the layout of access window and database window in Microsoft access.
(b) List and discuss about object/component of Microsoft access.
5. How can customization of desktop will perform ? List different tabs available on desktop properties windows.
6. What is meant by CPU? Which part of CPU handle the following:
(a) Mathematical operations
(b) Interprets instructions
7. Explain the use of Navigation bar buttons with the reference of Microsoft excel and Microsoft access.
8. How do you add text in a text box/drawing object, when creating a slide in MS Power Point?
9. Express the following in 1's/9's complement and 2's/10's complement form:
(a) $(230)_{10}$
(b) $(-61)_{10}$
(c) $(5-37)_{10}$
(d) $(10101\ 1011)_2$
(e) $(10101101)_2$
10. Write short notes on the following:
(a) BCD
(b) EBCDIC
(c) ASCII

11. What are RAM and ROM ? How are they alike ? How are they different? What are PROM, EPROM and EEPROM ?

12. Explain table creating methods in the following application software:

(a) MS Word

(b) MS Access

13. What is motherboard? Explain its component in brief.

14. (a) Write about Excel work sheet and work book.

(b) List and explain type of cell entries performed in MS-Excel.

15. (a) Which major categories of computer is used in almost all offices and homes? Discuss why?

(b) Explain the salient features of Analog Digital and Hybrid computers.

16. (a) Explain the use of wild card in MS-DOS.

(b) Discuss about different cell addressing used in MS- Excel.

17. (a) Write about detailed method/procedure to be performed on text paragraph in MS-Word:

(i) Change the line spacing.

(ii) Change space before and after paragraph.

(b) Write an algorithm and draw a flowchart for the problem that "determines the smallest and the largest element of a list of numbers".