

**B.C.A./B.VOC. 1<sup>a</sup> Sem. (Main/Back/Ex.) Examination, Dec. - 2024**

**Bachelor of Computer Application / Information Technology**

**Computer Fundamental & Office Automation**

**Paper Code - 0127002/0197902**

**Time: Three Hours**

**[Maximum Marks: 75]**

**Note: Attempt all the section as per instructions.**

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**Section - A**

**Note: Attempt all five questions. Each question carries 3 marks.**

**Very short answer is required not exceeding 75 words.**

**3×5=15**

1. Convert the following numbers:  
(a)  $(11011110.11)_2 = (?)_{10}$   
(b)  $(AB534)_{16} = (?)_8$
  2. What is RAM & ROM? Differentiate between both.
  3. Write about relative and absolute cell referencing in MS-Excel.
  4. What is Computer? Draw a neat sketch of Computer (Block Diagram of Computer)?
  5. What do you mean by root directories, subdirectories, and current directories with example.
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**Section - B**

**Note: Attempt any two questions out of three. Each question carries 7.5 marks. Short answer is required not exceeding 200 words.**

**7.5×2=15**

6. Draw a flow chart to find the sum of numbers.
  7. Explain key benefits and features of Windows.
  8. Explain about deleting, duplicating, and rearranging slides using slide sorter view in MS-PowerPoint.
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**Section - C**

**Note: Attempt any three questions out of five. Each question carries 15 marks. Answer is required in detail.**

**15×3=45**

9. Discuss about various characteristics of computers.
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10. (a) How does a computer language differ from a natural language? Differentiate among assembly, machine, and high-level language.  
(b) Explain the features of the MS-DOS operating system. Also, differentiate between internal and external commands of MS-DOS.
11. (a) How can be a table inserted in a Word document?  
(b) Differentiate between manual computing devices and automated computing devices.
12. (a) What is Software? Explain the different types of software.  
(b) Define the following terms pertaining to MS PowerPoint:  
(a) Slide pane  
(b) Task pane  
(c) Status bar
13. (a) What are the basic operations performed on a Word document? Explain all of them in detail.  
(b) What are printers? Explain the various types of printers in detail.
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