

CA-642

B.C.A. (Part I) EXAMINATION, 2014

Paper—BCA-102

(Computer Fundamentals and Office Automation)

Time allowed : Three hours

Maximum marks : 50

Attempt any five questions in all, selecting at least one question from each Unit. All questions carry equal marks.—

श्री जैन (पी.जी.) कॉलेज, बीकानेर
Unit-I

1. (a) What is BIOS ? How would you know that you are booting with UEFI not with BIOS ? Do you need to do anything with BIOS. Justify your answer. 5
- (b) With a neat diagram, Explain the functional unit of computer. 5
2. (a) Define a computer, explain in detail the components of computer hardware, explain the input-process-output cycle. 5
- (b) "Computer is essential for society" elaborate this statement. 2
- (c) What do you mean by memory ? Can lack of memory cause computer to run slow ? Justify your answer. 3

Unit-II

3. What are the uses of system utilities ? Explain the purpose of the following system utilities in one line :

- | | |
|-----------------------|----------------------------------|
| (i) Anti-virus | (ii) Data Compression |
| (iii) Cryptography | (iv) Disk Compression |
| (v) Disk Partitioning | (vi) Disk cleaners |
| (vii) Backup utility | (viii) System Performing utility |
| (ix) Network managers | 10 |

4. (a) What do you mean by programming language ? Why do you require so many programming language. 5
- (b) What is user interface ? In reference to the operating system concept explain CUI & GUI. 5

Unit-III

5. (a) Create a form letter with fields to represent data in an existing data source file. Preview the merge to see that everything is correct. Merge to a new document. Save the data source file and your main document but discard the merge document. Write the step for this. 7
- (b) It is required to print the page number at the bottom and a heading at the top center of the page. Give the steps to achieve this. 3
6. (a) Write down the steps to import and export different formats files in word processor program. 4

- (b) What is justification ? Explain briefly the ways a paragraph in a word document can be justified. 3
- (c) What is difference between a Text file.TXT and a formatted Document.DOC ? 3

Unit-IV

7. (a) What is cell reference ? Explain in detail various cell references with suitable example ? 5
- (b) Is it possible to link two electronic spread sheets. If yes how do it. Describe with suitable example ? 5
8. Design a worksheet using the following function. MODE, STDOEV, VARIANCE, MEDIAN, SIN, COS, TAN, COUNT, MAX, MIN, ABS, MOD, SUM, SUMIF, POWER. 10

Unit-V

9. (a) Write down the steps to create a report from two different tables in database ? 5
- (b) Given the utility of presentation package. Name any two such package, how can you create a hyperlink and animation in presentation ? 5
10. (a) Create a database table and apply different types of queries ? 5
- (b) What are various views in power point ? 5

CA-392

B.C.A. (Part I) EXAMINATION, 2015

Paper : BCA-102

(Computer Fundamentals and Office Automation)

Time allowed : Three hours

Maximum marks : 50

Attempt any Five questions in all, selecting at least One question from each Unit. All questions carry equal marks.

Unit-I

1. (a) Who was John Neumann & what is his contribution to computing ? 1+3
- (b) What is KIPS ? How is it different from DIPS/LIPS. Explain. 3
- (c) If you want the computer to test the memory, which type of boot process (warm or cold) will you want the customer to perform & why ? 3
2. (a) Though Babbage's machine was not built, then why he is called Father of Computing ? 3
- (b) State important characteristics of computer with their application. Also state limitations of computers. 4

(c) "Computers & Devices cannot start without the BIOS".

Elaborate this statement. 3

Unit-II

3. (a) What is backing up and why is it so important ? What Backup tools does windows provide ? How do you restore files. 4+3
- (b) How is software update different from software upgrade ? Explain. 3
4. (a) What do you understand word "Tuning", hows windows can be tuned, Explain with respect to hardware and application. What is difference between "Customization" & "Tunning" ? 6
- (b) What is OLE. How does linking a file differ from embedding a file in windows. Give a method of embedding and linking a file. 4

Unit-III

5. What do you mean by indenting ? Describe all type of indenting available in word processor program. How can you differentiate it with alignments. 10
6. What are the different views available in word processor. What are the purpose of each of these. Explain. 10

Unit-IV

7. Explain the difference between Relative and Absolute referencing. How can you convert Relative reference into absolute reference in spread sheet program. 10
8. (a) Explain difference between using a formula for calculation and using function. 4
- (b) Write short note : 4
- (i) Scenario Manager
- (ii) Data table

Unit-V

9. Define data, record, field, files. Perform following operation over files : data collection, preparation, verification, editing & checking. 10
10. (a) How you relate power point with multimedia ? 3
- (b) What are the different elements available for power point presentation. 3
- (c) How can you project a worksheet in power point so that any change made in worksheet is reflected in the power point presentation automatically ? 4



B.C.A. (Part I) EXAMINATION, 2016

Paper : BCA-102

(Computer Fundamentals and Office Automation)

Time allowed : Three hours

Maximum marks : 50

Attempt any five questions in all, selecting at least one question from each Unit. All questions carry equal marks.

श्री जैन (पी.जी.) कॉलेज, बीकानेर
Unit-I

1. (a) Explain classification of Computer on various basis. 5
(b) List various applications of Computer and explain any four most important applications today. 3 + 2
2. (a) Draw a block diagram of Computer and write three functions of every unit. 2+3
(b) List various I/O devices and explain any four I/O devices which are most using in these days. 3+2

Unit-II

3. (a) Explain various types of Softwares. 5
(b) Explain various features of WINDOWS. 5

4. Explain with pictorial example : 5+5
(a) Explorer (b) Control Panel

Unit-III

5. Explain with pictorial example : 5+5
(a) Various margins in MS-Word.
(b) Steps for importing & exporting files.
6. Write with pictorial example the various formatting options available in MS-Word. 10

Unit-IV

7. Explain various functions available in MS-Excel with pictorial example. 10
8. Explain various charts available in MS-Excel with pictorial example. 10

Unit-V

9. (a) Write various steps to creating a Form/query in MS-Access with pictorial example. 5
(b) Write various steps to creating reports in MS-Access with pictorial example. 5
10. (a) Explain various Anatomy of MS-Power Point with pictorial example. 5
(b) Show with picture the various views of PPT. 5

श्री जैन (पी.जी.) कॉलेज, बीकानेर

BC - 334

B.C.A. (Part-I) Examination, 2018

(For Due Students only)

**COMPUTER FUNDAMENTAL AND OFFICE
AUTOMATION**

Paper-BCA-102

Time allowed : Three hours

Maximum Marks : 50

Attempt any five questions in all, selecting at least one question from each Unit. All questions carry equal marks.

UNIT - I

1. (a) Explain the Generation of Computer.
- (b) Define the Booting process.

OR

2. (a) What is Memory ? Explain the type of Memory.
- (b) Write short notes on the following :
 - (i) Motherboard
 - (ii) Processor

UNIT - II

3. Explain the computer languages with their advantage and disadvantage.

OR

4. (a) Write short notes on the following :
- (i) Compiler
 - (ii) Interpreter
 - (iii) Assembler
- (b) What is Windows ? Explain the special feature of Windows.

UNIT - III

5. What is Mail Merge ? Explain with an example.

OR

6. Write about the following :
- (i) Alignment
 - (ii) Spell check
 - (iii) Thurshurs
 - (iv) Hyperlink

UNIT - IV

7. What is Cell Reference ? Explain each reference with an example.

OR

8. Write short notes on the following :
- (i) Chart
 - (ii) Goal seek
 - (iii) Pivot table
 - (iv) Formula and Functions

UNIT - V

9. What is Access ? Define the special feature of it.

OR

10. Write short notes on the following :
- (i) Forms
 - (ii) Adding Graphics
 - (iii) Wizard
 - (iv) Join
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B.A./B.Com./B.Sc. (Part-I) Examination, 2019
(Common for Arts, Science and Commerce Faculties)

COMPUTER APPLICATION

First Paper श्री जैन (पी.जी.) कॉलेज, बीकानेर
(Computer Fundamentals & PC Software)

Time allowed : Three hours
Maximum Marks : 65

SECTION – A (Marks : 1.5 × 10 = 15)

Answer all **ten** questions (Answer limit **50** words). Each question carries **1.5** marks.

खण्ड – अ (अंक : 1.5 × 10 = 15)

समस्त दस प्रश्नों के उत्तर दीजिए (उत्तर सीमा 50 शब्द)। प्रत्येक प्रश्न 1.5 अंक का है।

SECTION – B (Marks : 4 × 5 = 20)

Answer all **five** questions. Each questions has internal choice (Answer limit **200** words).
Each question carries **04** marks.

खण्ड – ब (अंक : 4 × 5 = 20)

समस्त पाँच प्रश्नों के उत्तर दीजिए। प्रत्येक प्रश्न में विकल्प का चयन करें (उत्तर सीमा 200 शब्द)। प्रत्येक प्रश्न 04 अंक का है।

SECTION – C (Marks : 10 × 3 = 30)

Answer any **three** questions out of **five** (Answer limit **500** words). Each question carries **10** marks.

खण्ड – स (अंक : 10 × 3 = 30)

पाँच में से किन्हीं तीन प्रश्नों के उत्तर दीजिए (उत्तर सीमा 500 शब्द)। प्रत्येक प्रश्न 10 अंकों का है।

SECTION – A

खण्ड – अ

1. (i) What is cold booting ? (1.5)
कोल्ड बूटिंग क्या है ?
- (ii) In short explain EEPROM. (1.5)
EEPROM को संक्षेप में समझाइये।

- (iii) What is Assembler ? Explain. (1.5)
Assembler क्या है ? समझाइये ।
- (iv) Explain process of “De-fragmentation”. (1.5)
De-fragmentation की कार्यविधि को बताइये ।
- (v) What are wizards in MS-Word ? Explain . (1.5)
एम.एस.वर्ड में wizard क्या हैं ? समझाइये ।
- (vi) In MS-Word, what are tabs ? Discuss its types & uses. (1.5)
एम.एस.वर्ड में tab क्या हैं ? इसके विभिन्न प्रकारों व उपयोगों को बताइये ।
- (vii) What is range in Excel ? Explain. (1.5)
एक्सेल में range को समझाइये ।
- (viii) What is a “Formula” in MS-Excel ? Discuss its various rules. (1.5)
एम.एस. एक्सेल में “Formula” क्या है ? इसके विभिन्न rules को बताइये ।
- (ix) What is the role of “Master Slide” in MS-PowerPoint ? Explain. (1.5)
Power point में “मास्टर स्लाइड” के उपयोग को बताइये ।
- (x) What do you mean by slide in PowerPoint ? How can we make copy of slides ? (1.5)
पावर प्वाइंट में स्लाइड से आपका क्या मतलब है ? किसी स्लाइड को copy करने की विधि बताइये ।

SECTION – B

खण्ड – ब

2. Classify the computer on the basis of working. (4)
कार्यप्रणाली के आधार पर कम्प्यूटर को वर्गीकृत करें ।

OR/अथवा

Explain various types of ROM's.

ROM's के विभिन्न प्रकारों को समझाइये ।

3. Explain various generations of programming languages. (4)
प्रोग्रामिंग लैंग्वेज की विभिन्न पीढ़ियों के बारे में बताइये ।

OR/अथवा

Explain about assembly language & its uses.

एसेंबली लैंग्वेज व इसके उपयोग को बताइये ।

4. What do you mean by "formatting" in MS-Word ? Explain its various types. (4)

एम.एस.वर्ड में "formatting" का क्या अभिप्राय है ? इसके विभिन्न प्रकारों को बताइये ।

OR/अथवा

What are indents in MS-Word ? Explain "Hanging Indent". (2.5 + 1.5)

वर्ड में "Indents" क्या हैं ? हैंगिंग Indent को समझाइये ।

5. Explain various "Cell Reference" methods of MS-Excel with example. (4)

एम.एस. एक्सेल में Cell Reference की विभिन्न विधियों को उदाहरण सहित समझाइये ।

OR/अथवा

Explain "Goal Seek" feature of MS-Excel with an example.

एम.एस. एक्सेल में "Goal Seek" को उदाहरण सहित समझाइये ।

6. Write the steps to make "custom slide show" in MS-PowerPoint. (4)

एम.एस. पावर प्वाइंट में "कस्टम स्लाइडशो" बनाने के लिए चरण लिखें ।

OR/अथवा

What do you mean by "Templets" in PowerPoint ? Explain.

पावर प्वाइंट में Templets से क्या अभिप्राय है ? इसे समझाइये ।

SECTION - C

खण्ड - स

7. Explain various hardware categories of computer by giving three examples of each category. (10)

कम्प्यूटर की विभिन्न हार्डवेयर श्रेणियों को हर श्रेणी के तीन उदाहरण देते हुए बताइये ।

8. What do you mean by "Utility Softwares" ? How they are different from "System Softwares" ? Explain working of any two utility softwares. (3 + 3 + 4)

Utility Softwares से क्या अभिप्राय है ? ये System Software से किस प्रकार भिन्न हैं ? किन्हीं दो Utility Softwares की कार्यविधि को बताइये ।

9. What is mail merge in MS-Word ? Explain steps to create merged letter. (10)
मेल मर्ज को एम.एस.वर्ड के संदर्भ में समझाइये व मर्जड letter को बनाने के विभिन्न चरणों को समझाइये ।
10. What are charts in Excel ? Explain various types of charts on the basis of their uses giving suitable examples. (4 + 6)
एम.एस.एक्सेल में चार्ट क्या हैं ? विभिन्न प्रकार के चार्टों को उनके उपयोग के अनुसार उदाहरण देते हुए समझाइये ।
11. Write the steps to make custom slide show in MS-PowerPoint and also define action button. (7 + 3)
एम.एस. पावर प्वाइंट में कस्टम स्लाइड शो बनाने के विभिन्न चरणों को लिखें व साथ ही action बटन को परिभाषित करें ।

Roll No. :

Total No. of Questions : 11]

[Total No. of Printed Pages : 3

श्री जैन (पी.जी.) कॉलेज, बीकानेर

BC-200

B.C.A. (Part-I) Examination, 2022

COMPUTER FUNDAMENTALS

Paper - BCA-105

Time : 3 Hours]

[Maximum Marks : 70

Section-A

(Marks : 2 × 10 = 20)

Note :- Answer all *ten* questions (Answer limit 50 words). Each question carries 2 marks.

Section-B

(Marks : 4 × 5 = 20)

Note :- Answer all *five* questions. Each question has internal choice (Answer limit 200 words). Each question carries 4 marks.

Section-C

(Marks : 10 × 3 = 30)

Note :- Answer any *three* questions out of five (Answer limit 500 words). Each question carries 10 marks.

Section-A

1. (i) Explain characteristics of a Computer.
- (ii) Write any *five* input device name.

BR-752

(1)

BC-200 P.T.O.

- (iii) What is an Operating System ?
- (iv) What is the use of Header and Footer command in Word Processing ?
- (v) Describe freeze panes in spreadsheet.
- (vi) What do you mean by Templates in PowerPoint ?
- (vii) Describe Google Sheets usages.
- (viii) What is the use of Google Form ?
- (ix) What is an Algorithm ?
- (x) What is the best way to determine the efficiency of an algorithm ?

Section-B

2. Draw a block diagram of a computer and explain it.

Or

Differentiate between Compiler and Interpreter.

3. Write the steps for creating Macro in Word Processing.

Or

Explain Open Source Software concept with example.

4. Explain formatting features of Spreadsheet Software.

Or

Explain animation effects in PowerPoint Presentation.

5. Write the steps for Creating Google form for student basic details.

Or

Describe Google Docs usages.

6. Write algorithms for Prime Number.

Or

Write algorithm for factorial of any number.

Section-C

- 7. What do you mean by Computer Language ? How many types of Computer Language are there ? Explain it.
- 8. What do you mean by mail merge ? Write the steps for creating it.
- 9. Write the steps for creating and showing presentation using Special Features.
- 10. Explain the usage of Google sites and steps for creating it.
- 11. Explain efficiency and analysis of Algorithms.