

Roll No. : .....

Total No. of Questions : **10** ]

[ Total No. of Printed Pages : **2**

# **D-197-A**

## **B.C.A. (Part-I) Examination, 2023**

**(For Due Students Only)**

### **COMPUTER FUNDAMENTAL AND OFFICE AUTOMATION**

Paper - BCA-102

*Time : 3 Hours ]*

*[ Maximum Marks : 50*

**Note** :- Attempt any *five* questions in all, selecting *one* question from each Unit. All questions carry equal marks.

#### **Unit-I**

1. (a) State the basic important characteristics of computer with their application. Also state the limitations of it.  
(b) What is BIOS? Explain booting process.
2. (a) What are basic operations in Computer? Elaborate with block diagram.  
(b) Differentiate between primary and secondary memory.

#### **Unit-II**

3. What is software in computer? Differentiate between System software and Application software with suitable example.
4. Explain various computers programming languages with their advantages and limitations.

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### **Unit-III**

5. What do you mean by 'formatting' in word processor ? Explain various types of it.
6. What do you mean by Macro in word processor ? How do you create it ? Explain with suitable example.

### **Unit-IV**

7. What are cell references in spreadsheet program ? Explain various cell references with suitable example.
8. What is chart in spreadsheet ? Explain various types of charts available with pictorial example.

### **Unit-V**

9. Define data, field, record, files. How do you perform the following operations ? Data collection, Verification.
10. What are different elements in a slide ? How do you create custom slide show ?