

C

(Printed Pages 4)

Roll No. _____

17/181

B.C.A. Examination, 2017

First Semester

First Paper

(Computer Fundamental and Office Automation)

Time : Three Hours

Maximum Marks : 75

Note : Attempt any **five** questions. **All** questions carry equal marks.

Note : The answers to short questions should not exceed 200 words and the answers to long questions should not exceed 500 words.

1. What do you mean by a digital computer? Explain various types of computers and their features. 15

P.T.O.

17/181

2. What are the use of secondary storage devices? List Secondary storage devices and explain any one. 15
3. What are the characteristics of a good algorithm? Write an algorithm to print the sum of digits of a number. 15
4. What are the symbols used in a flow chart? Draw a flow chart to find the maximum out of three given numbers. 15
5. Write a batch file that performs the following tasks : 15
- (i) Display content of file abc. text.
 - (ii) Rename abc file as xyz.
 - (iii) Display message and waits for user to press any key.

17/181

(iv) Copy content of hellow.txt file to by.txt.

6. Explain the following : 3×5=15

(i) Control Panel

(ii) Taskbar <http://www.mgkvponline.com>

(iii) Desktop

(iv) Icon

(v) Notepad

7. What is mail merge? Explain the steps involved and its features. 15

8. What are the features of MS-Access that make it useful as a DBMS package? 15

9. Explain the following MS Excel functions:

(i) SUM () 15

(ii) MOD ()

(iii) ROUND ()

(iv) SQRT ()

17/181

10. Write short notes on : 5×3=15

(i) Types of programming languages

(ii) MS-Power Point

(iii) Number system

<http://www.mgkvponline.com>

Whatsapp @ 9300930012

Your old paper & get 10/-

पुराने पेपर्स भेजे और 10 रुपये पायें,

Paytm or Google Pay से