2031
Bachelor of Computer Application
First Semester
BCA-16-103: Computer Fundamentals and Computing Software

Time allowed: 3 Hours

Max. Marks: 65

NOTE: *Attempt* <u>*five*</u> *questions in all, including Question No. IX (Unit-V) which is compulsory and selecting one question each from Unit I -IV.*

x-x-x

UNIT – I

I. a) How do you organize a computer system? Explain their functionality in detail.

b) How Direct memory access takes place? Explain through examples.   (7,6)

II. a) Explain any two output devices of your choice.

b) What is programming language? Explain generation of languages.   (7,6)

UNIT – II

III. a) Explain how booting process takes place? Draw difference between worm and cold boot.

b) Explain any three external command of DOS.   (7,6)

IV. a) What do you understand by Anatomy of Windows? Explain Windows special features, also.

b) Explain any three internal commands.   (7,6)

UNIT – III

V. a) Explain various built-in language tools of any word processor.

b) How 'tables of contents', 'indexes' and 'Bibliographics' are created? Explain. (7,6)

VI. a) Explain important features of any word-processor.

b) How a document is mail-merged? Explain.   (7,6)

UNIT – IV

VII. a) Which various important functions are performed by spreadsheet package? Explain.

b) Explain how animation is added to presentation through example also.   (7,6)

P.T.O.

VIII. a) How various data-box functions are implemented in spreadsheet?

b) How presentation is created to utilize various features of any presentation package? Explain.   (7,6)

UNIT – V

IX. Explain the following:-

a) Macros   (3)

b) Legends and Gridlines   (2)

c) Creating fill-in forms   (2)

d) Headers and Footers   (2)

e) Registry of windows   (2)

f) Optical disk   (2)

x-x-x