

(BCA 11SK)

(1501-11K)

B.C.A. DEGREE EXAMINATION,
FEBRUARY 2023

(Regular)

First Year — First Semester

Part II — B.C.A.

Paper I : COMPUTER FUNDAMENTALS AND MS-
OFFICE

Time : Three hours

Maximum : 75 marks

SECTION A — (5 × 5 = 25 marks)

Answer any FIVE questions

1. Explain types of computers.
2. Write any five input devices.
3. Explain open source software and domain software.
4. Define operating system? Write its functions.
5. Explain features of MS-Word.
6. Explain header and footer in MS-Word.
7. Explain logical functions in Excel.

8. What is work book? Explain creating, opening and saving a work book.
9. How to apply transition and animation to the slides? Explain.
10. Explain features of power point.

SECTION B — (5 × 10 = 50 marks)

Answer any FIVE questions

11. Explain block diagram of computer.
12. Explain output devices.
13. Explain computer memories in detail.
14. Explain generations of programming languages.
15. Briefly explain MS-Word components.
16. Explain
 - (a) Working with tables
 - (b) Find and replace
 - (c) Inserting pictures

17. Explain Mathematical and statistical functions with example in excel.
18. (a) Explain different types of charts.
(b) Explain excel features.
19. Explain working with slides in MS power point.
20. (a) Write the steps for creating a sample presentation with one example.
(b) How to applying transition and animation to the slides? Explain.