

**UHN-29002**

(N061) B.C.A. (First Semester)  
Examination, Dec.-2024

**(Compulsory/Optional)**

Computer Fundamental And MS Office

*Time : Three Hours / [Maximum Marks : 70]*

**Note :** Answer from all the Sections/Units as directed. The figures in the right hand margin indicate marks.

**Section-A**

1. Answer the following objective questions.  $1 \times 10 = 10$

- (i) Which generation of computer uses vacume tube.
- (a) First generation
  - (b) Second generation
  - (c) Third generation
  - (d) Forth generation

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- (ii) Which of the following is an essential concept related to cloud.

- (a) Reliability
- (b) Abstraction
- (c) Productivity
- (d) All the options

- (iii) What is the blank space outside the printing area on a page?

- (a) Clipart
- (b) Margins
- (c) Header
- (d) Footers

- (iv) Which shortcut key is used to open the help window in the MS word document.

- (a) F1
- (b) F2
- (c) F9
- (d) F11

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- (v) Which of the following Logical function indicates true only if all arguments are assessed as true and false otherwise.
- (a) OR
  - (b) AND
  - (c) IF
  - (d) AND IF
- (vi) Which type of chart is good for a single series of data.
- (a) Column chart
  - (b) Cone chart
  - (c) line chart
  - (d) Pie chart
- (vii) What power point feature only you use to apply motion effects to different object of a slide.
- (a) Slide transition
  - (b) Slide design
  - (c) Animation objects
  - (d) Animation scheme

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- (viii) In which menu can you find feature like slide design, slide layout etc.
- (a) Insert menu
  - (b) Format menu
  - (c) Tools menu
  - (d) Slide show menu
- (ix) Which of the following software is used for database management.
- (a) MS access
  - (b) MS Excel
  - (c) MS word
  - (d) Power point
- (x) Which of the following is not feature of DBMS. <https://www.abvvonline.com>
- (a) atomicity
  - (b) Consistency
  - (c) Durability
  - (d) Accessibility

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2. Answer the following questions. (Short answer type)  $4 \times 5 = 20$

- (i) What do you mean by ICT? write the impact of ICT in society.
- (ii) Write the steps to create envelop in MS-word.
- (iii) What is conditional formating in MS Excel.
- (iv) Write the steps to insert animation in power point
- (v) Explain the data types used in MS access.

**Section-B**

Attempt any one questions form each unit.  $10 \times 4 = 40$

**Unit-I**

3. What is computer system? Draw the block diagram and explain the functioning of each unit of computer system.

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**OR**

Explain the following

- (i) Machine Learning and its applications
- (ii) Internet of things and its applications

**UNIT-II**

4. What is word processing? Explain the following in context of MS word.
- (i) Features of MS word.
  - (ii) Mail-merge and steps used in mail merge.
  - (iii) Spelling and Grammar checking tools.

**OR**

What is MS word? Explain the following.

- (i) Structure of MS word window.
- (ii) Step for inserting education and symbols.
- (iii) Formating tools in MS word.

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**UNIT-III**

5. What is spread sheet? Explain the following features of MS Excel.
- (i) Charts and its types.
  - (ii) Any 10 functions used in mathematical and statistical operations.
  - (iii) Making any calculation sheet using formula and function like. Student mark-sheet.

**OR**

Explain the following

- (i) Operators used in MS excel.
- (ii) Data validation process in MS excel.
- (iii) Create any excel-sheet to demonstrate the features of MS-Excel.

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**UNIT-IV**

6. Explain the following features of MS point
- (i) Animation effects In presentation
  - (ii) Slide transition controlling.
  - (iii) Inserting hyper linking and smart arts in presentation

**OR**

What is MS access? Explain the following.

- (i) Creation of MS access based database
- (ii) Query wizard in MS access.

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