

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 vaccume tube.

- (a) First generation
- (b) Second generation
- (c) Third generation
- (d) Forth generation

(2)

- (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

(3)

(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

(4)

(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.abvonline.com>

- (a) atomicity
- (b) Consistency
- (c) Durability
- (d) Accessibility

(5)
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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(Turn Over)

(6)
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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(Continued)

(7)
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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(Turn Over)

(8)
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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