PANJAB UNIVERSITY

COMPUTER FUNDAMENTALS AND COMPUTING SOFTWARE

(BCA 1ST SEMESTER)

Maximum Marks: 65

Note: - Attempt <u>five</u> questions in all, including Question No. 9 (Section E) which is compulsory and selecting one question each from Section A-D.

2022: -

SECTION – A

1. a) Describe the classification of computers based on Size. **6**
   b) Explain the different types of Printers. **7**

2. a) Write notes on:
   i)   Types of Software
   ii) Generation of Languages. **6**

   b) Describe the following devices:
   i)   Trackball
   ii) Magnetic tape
   iii) Flash Drive. **7**

SECTION – B

3. a) What is an Operating System? Explain its functions. **6**
   b) Explain the following DOS Commands. Give example to show their use.
   i)   PATH
   ii) ATTRIB
   iii) DELTREE. **7**

4. a) Describe the Anatomy of Windows. **6**
   b) What is a Batch File? How is a batch file created and Run? Explain with example. **7**

SECTION – C

5. Explain how the Mail Merge feature is used to create Letters and Envelopes.　　13

6. Explain the following features of Word Processing Package:
   i)   Using Styles　　　　　　　　　　　　　　　　　　　5
   ii) Formatting Paragraphs　　　　　　　　　　　　　　5
   iii) Autotext　　　　　　　　　　　　　　　　　　　　3

SECTION – D

7. a) What is a Cell Address? What is the difference between Absolute and Relative Cell Address? Explain with examples.　　6
   b) Describe the following features of a Spreadsheets:
   a) Sorting Records
   b) Deactivating Automatic Changes
   c) Validating Cell Contents　　　　　　　　　　　　7

8. a) Explain the basics of creating a presentation.　　　　6
   b) Explain how are Macros are Created, Recorded and Run in Spreadsheet　　7

SECTION – E

(Compulsory questions)

9. Attempt *all* the following:
   a) Distinguish between RAM and ROM　　　　　　　　2
   b) Draw and label Block Diagram of a Computer.　　　2
   c) Distinguish between Copy and Move commands.　　2
   d) What is the difference between SAVE and SAVE AS?　　2
   e) What is the use of Recycle Bin?　　　　　　　　　2
   f) Explain the use of Fill tool used in Spreadsheets.　　3