

B.C.A. – 1st sem

(Computer Fundamentals and Computing Software)

1. What is computer?
2. Various components of computers?
3. Characteristics of Computers?
4. Types of memory?
5. What is the difference between System and Application software?
6. What is workstation and PC?
7. What is DOS?
8. Difference between Command Based & Graphical user interface?
9. Components of MS-Office?
10. Features of MS Office?
11. Features of MS-Word
12. Difference between save and save as?
13. Feature of MS –PowerPoint?
14. Slide Transition
15. Slide animation?
16. What is slide?
17. Why we use presentations?
18. What is a cell in MS-Excel?
19. Write any two features of MS-Access.
20. Why we use excel?
21. What is data processing? Differentiate between data and information.
22. How many types of Computer System. Explain them.
23. What is meant by Computer Generations? List out the various generation in Computer technologies along with their characteristics
24. What is a computer? Draw a block diagram of a computer system and discuss the functionalities of each in detail. Explain different genera
25. Generations of computers.
26. Compare microcomputers, minicomputers and main frames in terms of size and cost.
27. What is Memory? Explain types of Memory in brief.
28. What is the difference between primary and secondary memory?
29. Differentiate between the characteristic of primary and secondary memory of computer.
30. Represent (2720) into the BCD, ASCII and EBCDIC format.
31. Convert $(1100110100)_2$ into
 - a) Decimal
 - b) Octal
 - c) Hexadecimal.

32. Convert 11001.10 decimal to octal.
33. Convert 7604.53 octal to decimal
34. Define the terms: Compiler, interpreter, Assembler, Loader, and Linker.
35. Write one feature and one use of each of the following in MS-WORD : (6)
 - (i) Template Wizards
 - (ii) Macros
 - (iii) Tab stops
36. What for find and replace is used in Word?
37. Define the software. List and explain the types of software. Give two examples of each category.
38. Write a step-by-step procedure to create a simple presentation using the POWERPOINT package whose slides include a title page (slide), a figure, bulleted text, a bar-graph and an organization chart.
39. Short notes on
 - a) Machine Language
 - b) High-Level Language
 - c) Assembly Language
40. What are the various input devices? Explain any one in detail
41. What are the various output devices?
42. Difference between plotter and printer?
43. Explain DOS internal and external commands?
44. What is batch file? How it is created?
45. How macro is created in Ms-Word?
46. Explain the concept of booting?
47. Difference between hot and cold booting?
48. How mail merge is created?
49. Explain the various views available in MS-Powerpoint?
50. Explain the concept of Slide sorter view?