(2063)

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MCA 1st Semester Examination

PC Packages (O.S.)

MCA-104

Time : 3 Hours   **Max. Marks : 60**

The candidates shall limit their answers precisely within the answer-book (40 pages) issued to them and no supplementary/ continuation sheet will be issued.

Note :   Each question carries 12 marks. Attempt one question from each section. Question 9 is compulsory.

SECTION - A

1.   Draw block diagram of computer and discuss various generations and components of computers in detail. What are the various capabilities and limitations of computer?

2.   What is memory hierarchy? How various components of memory hierarchy work together to improve overall system performance?

SECTION - B

3.   What are the benefits, features and uses of windows XP? Can you name the other versions of windows that come after windows XP and how they are different from XP.

4. What is office 2003? Why it is called so? What are the shortcut keys and hot keys? Can u name few? How does u manage files in office? Give method to assign a password to word file so that it can't be opened without inserting a password?

SECTION - C

5. What are spreadsheets? How MS Excel is different from MS word? What do you mean by sorting and filtering of data? How you sort and filter the data in MS Excel.

6. (a) What is the difference between charts and Pivot Tables. How do you make a chart in Excel for a given data?

   (b) Name few formulas and functions you can use in MS Excel.

SECTION - D

7. (a) What are the features present in MS Power point that are not in MS word or excel? What are the special effects that can be added to slides?

   (b) How animation can be added to a slide?

8. What is virus? How can we detect, prevent and cure a virus.

SECTION - E

9. Write short notes on:

   (i) Define Operating System. Give one example.

 (ii)　Four external commands of DOS.

 (iii)　Difference between RAM and ROM.

 (iv)　Control unit and ALU.

 (v)　Recycle bin.

 (vi)　Functionality of spell-check.

 (vii)　Difference between Save and Save as....

(viii)　Define presentations.

 (ix)　Define instruction set.

 (x)　Files and directories in DOS.