

KRISHNA UNIVERSITY

BCA – I YEAR : COMPUTER APPLICATIONS : I SEMESTER(CBCS)

PAPER I : Computer Fundamental and Office Tools

TIME: 3 Hrs.

MODEL QUESTION PAPER

Max. Marks: 75

Section – A

Answer any FIVE of the following questions. Each question carries 5 marks (5 x 5 = 25 Marks)

1. Discuss about various characteristics of computers.
2. What are the characteristics of a good programming language?
3. Explain MS – Word window components with neat diagram.
4. How finding and replacing text options are useful in document editing? Explain.
5. Write about relative and absolute cell referencing in MS – Excel.
6. What is function in MS – Excel? Write about parts of functions in MS – Excel.
7. Write about various components of slide in MS – PowerPoint.
8. What is a clip art? How it is useful in MS – PowerPoint presentation.

Section – B

Answer the following questions. Each question carries 10 marks (5 x 10 = 50 Marks)

9. A) Define a computer. Explain about various generations of computers.
OR
B) Illustrate block diagram of computer and explain its components.
10. A) What is a software? Explain various types of computer software's.
OR
B) What is Operating System? Discuss about some popular Operating Systems.
11. A) Write about the following:
i) Drop Caps – 5 marks ii) Bullets & Numberings – 5 marks
OR
B) What is mail merge? Explain about mail merge in MS – Word.
12. A) What is a spreadsheet? Discuss about features of MS – Excel spreadsheet.
OR
B) Explain about creating charts in MS – Excel. Also discuss about various types of charts in MS – Excel.
13. A) Illustrate creating a power point presentation.
OR
B) Explain about deleting, duplicating and rearranging slides using slide sorter view in MS – PowerPoint.
