

Seat	
No.	

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**Kamala College, Kolhapur**

**(Autonomous)**

**B.C.A. (Part-I) (Semester-I)**

**Examination November, 2023.**

**NEP - 2020 Level – 5.0**

**Fundamentals of Computer with Office Automation**

**Subject Code: DSC-101**

**Day and Date: Wednesday, 01/11/2023**

**Total Marks: 40**

**Time: 08.00 a.m. to 10.00 a.m.**

**Instructions:**

1. Question 1 is compulsory.
2. Attempt any four questions from Que. No 2 to Que. 7
3. Figures to the right indicate total marks for the question.

**Q. 1 Multiple choice Questions.**

**8**

- 1) What is the primary function of a central processing unit (CPU)?  
A. Storage  
B. Processing data  
C. Displaying graphics  
D. Connecting to the internet
- 2) Which of these parts would interpret a program's instructions to initiate the control operations?  
A. Logic unit  
B. Control unit  
C. Storage unit  
D. Input
- 3) \_\_\_\_\_ is the computer program that would convert an assembly language to the machine language.  
A. Interpreter  
B. Compiler  
C. Comparator  
D. Assembler



4) What access method do we use to obtain any record out of a cassette tape?

- A. Random
- B. Direct
- C. Sequential
- D. All of the above

5) \_\_\_\_\_ is a computer that has been designed so that it is as compact as possible.

- A. Supercomputer
- B. Mini
- C. Mainframe
- D. Microcomputer

6) Which of the following fill effects can be used to fill the background of the slide?

- A. Picture
- B. Gradient
- C. Texture
- D. All of the above

7) Which of the following is the default standard layout in PowerPoint?

- A. Blank slide
- B. Content slide
- C. Title slide
- D. None of the above

8. Select all the text in MS Word document by

- A. Ctrl + S
- B. Ctrl + 1
- C. Ctrl + A
- D. Ctrl + V

Q. 2. What is Computer? Explain the features of computer. 8

Q. 3 Explain the Functions of operating system. 8

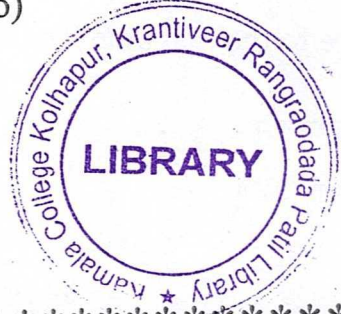
Q. 4. What is antivirus? Explain the advantages of antivirus. 8

Q. 5. Explain the process of editing document (Insert, Cut, Copy, Paste, etc.) 8

Q. 6. Explain the steps for setting background in PowerPoint. 8

Q. 7. Write a short note on following (any two) (4X2=8)

- a. Secondary Storage Devices
- b. Programing Languages
- c. Convert  $111010_2$  to decimal
- d. Convert  $21_8$  to decimal



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