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(20321) Roll No.
B.Sc.(Com.Sc.)-I Sem.

NP-3575

**B.Sc. (Com. Science) Examination,
Dec. - 2020**

**Computer Fundamental MS Windows
and MS Office Tools**

(BCS-104)

Time : Three Hours] [Maximum Marks : 75

Note : Attempt all the sections as per instructions.

Section - A

(Very Short Answer Questions)

Note : Attempt all **five** questions. Each question carries 3 marks. $3 \times 5 = 15$

1. What do you mean by computer? Give a brief history of computers.
2. Give full forms of : DOS, EBCDIC, ASCII
3. Differentiate between DOS and Windows.

4. Write in short about any three MS office common features.
5. How do you save a MS office documents?

Section - B

(Short Answer Questions)

Note : Attempt any **two** questions out of the following three questions. Each question carries 7.5 marks.

$2 \times 7\frac{1}{2} = 15$

6. Convert the following numbers to binary :
 - (i) $(A5F)_{16}$
 - (ii) $(73)_8$
 - (iii) $(870)_{10}$
7. What is the use of screensaver? How can the appearance of desktop be changed?
8. (a) How can we see the files and directories available in the system pagewise?
 - (b) What is a dot matrix printer?
 - (c) How can spell check be performed in MS Word?

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Section - C

(Detailed Answer Questions)

Note : Attempt any **three** questions out of the following 5 questions. Each question carries 15 marks. $3 \times 15 = 45$

9. (a) Write the complete procedure of creating a MS Powerpoint presentation and giving its slide show. 7

(b) Discuss the financial and statistical functions of MS Excel. 8

10. Perform the following operations on binary numbers : $5 \times 3 = 15$

(a)
$$\begin{array}{r} 101101 \\ \times 11 \\ \hline \hline \end{array}$$

(b)
$$\begin{array}{r} 110110101 \\ \times 1.10 \\ \hline \hline \end{array}$$

(c) $1010 + 110.1 =$

(d) $101111011110 \div 10101 =$

(e) $1101 - 110 =$

11. (a) Define the addressing modes. How many different types of addressing modes are there? 10

(b) How are two operands added in the direct addressing mode? 5

12. (a) Define DMA with its block diagram. 7

(b) Represent decimal number 8196 in

(i) BCD

(ii) EBCDIC 8

13. (a) How to put comments in MS Excel? 5

(b) How are charts created in MS Excel? 5

(c) How can the data of two columns be added and put in third column in MS Excel? 5