

**A**  
**(21119)**

Roll No. \_\_\_\_\_

Total Questions : 13 ]

[ Printed Pages : 3

**NP-3575**

B.Sc. (Com. Science) 1st Semester  
Examination, Nov., 2019

**COMPUTER FUNDAMENTAL MS  
WINDOWS AND MS OFFICE TOOLS**

**(BCS-104)**

*Time : 3 Hrs. ]*

*[ M.M. : 75*

*Note :- Attempt all the Sections as per instructions.*

**Section-A**

**(Very Short Answer Type Questions) 3×5=15**

*Note :- Attempt all the five questions. Each question carries 3 marks.*

1. How will you save a word documents ?
2. Give the brief history of Computer.

**ND-102**

( 1 )

Turn Over

3. What do you mean by Primary and Secondary memory ?
4. Write short notes on the following :
  - (i) ASCII codes
  - (ii) BCD codes
  - (iii) EBCDIC codes
5. Convert into decimal numbers :
  - (a)  $(001)_2$
  - (b)  $(011)_2$
  - (c)  $(101)_2$

**Section-B**

**(Short Answer Type Questions)  $7\frac{1}{2} \times 2 = 15$**

*Note :- Attempt any two questions out of the following three questions. Each question carries  $7\frac{1}{2}$  marks.*

6. Write clearly the working of input devices and output devices. Also give the example of both with suitable diagram.
7. Explain the 1's complement and 2's complement with example.
8. Give the applications of MS-word and MS-Excel.

**ND-102**

( 2 )

### Section-C

(Long Answer Type Questions) 15×3=45

**Note :-** Attempt any *three* questions out of the following five questions. Each question carries 15 marks.

9. Write short notes on the following :

- (a) RAM and ROM
- (b) DOS
- (c) Application Softwares

10. Write short notes on the following :

- (a) Video display adapter
- (b) Addressing mode

11. Write DOS command to create, remove and copy file directory.

12. Write the working and functions of operating system.

13. Draw the structure and working of laser printer.