D   (Printed Pages 4)

(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.   3×5=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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P.T.O.

Section - C

(Detailed Answer Questions)

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

    (a)   101101
            × 11
          ――――――
          ――――――

    (b)   110110101
            × 1.10
          ――――――
          ――――――

    (c) 1010 + 110.1 =

    (d) 101111011110 ÷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

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