

Roll No. : ...126365.....

Total No. of Pages : 3

BCA101

BCA (Ist Year) Examination, 2022

INTRODUCTION TO INFORMATION TECHNOLOGY AND PC PACKAGES

Paper-I

Time Allowed : 1½ Hours

Maximum Marks : 100

Part-A

[Marks : 30]

Note :- Answer all questions (50 words each). All questions carry equal marks.

Part-B

[Marks : 70]

Note :- Answer any two questions (250 words each). All questions carry equal marks.

Part-A

1. (i) Define the terms Hardware and Software with examples.

- (ii) Give difference between Data and Information.
- (iii) What is an Operating System ?
- (iv) What is GUI ?
- (v) What is Word Processing ?
- (vi) What is thesaurus in MS-Word ?
- (vii) What is Spreadsheet ?
- (viii) List any *two* Spreadsheet programs.
- (ix) What is FAT ?
- (x) What is Booting ?

Part-B

- 2. Give classification of Computers.
- 3. Discuss various applications of ICT.
- 4. What is the difference between DOS Internal and External Commands ?
- 5. Discuss System tools in MS-Windows.
- 6. Explain the different parts of MS-Word window.

- 7. Discuss the paragraph formatting options in MS-Word.
- 8. What are filters in Excel ?
- 9. What are handouts in PowerPoint ?