

Roll No. : 352013.....

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# BCA101

BCA FIRST YEAR EXAMINATION-2023

## INTRODUCTION TO INFORMATION TECHNOLOGY AND PC PACKAGES

### Paper -I

*Time Allowed : 3 hours*

*Maximum Marks : 100*

#### Part-A

**Note:** Answer all questions (50 words each). All questions carry equal marks. [Marks : 20]

#### Part-B

**Note:** Answer five questions (250 words each). Selecting one from each unit. All questions carry equal marks. [Marks : 50]

#### Part-C

**Note:** Answer any two questions (300 words each). All questions carry equal marks. [Marks : 30]

#### Part-A

1. Answer the following questions :

(a) Write any two characteristics of Computer.

- ✓(b) List any two output devices.
- ✓(c) Define OS.
- ✓(d) What is GUI?
- ✓(e) How spelling mistake shown in MS-Word?
- (f) What is Clip Art?
- (g) What is Sorting in Excel?
- ✓(h) What is the use of PowerPoint.
- ✓(i) What is Browser?
- (j) What is IP Address?

### Part-B

#### UNIT-I

2. Discuss the generations of computer.

OR

- ✓3. Differentiate between data and information.

#### UNIT-II

4. Discuss the operations performed during booting.

OR

- ✓5. Discuss the features of Linux Operating System.

#### UNIT-III

6. Discuss the characteristics of MS-Word.

**OR**

7. Discuss the paragraph formatting options in MS-Word.

**UNIT-IV**

8. Discuss the different types of Charts in Excel.

**OR**

9. What is the difference between Animation and Transition?

**UNIT-V**

10. Explain the following (any two):

- ✓ (i) URL
- (ii) ISP
- ✓ (iii) WWW

**OR**

11. Discuss the characteristics of E-mail.

**Part-C**

12. Explain the working of different parts of computers by giving its block diagram.
13. Discuss the characteristics of DOS.
- ✓ 14. Explain Mail Merge with example.
- ✓ 15. Explain Pivot Table with example in MS-Excel.
- ✓ 16. Discuss the applications of Internet.

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