

**Model Questions**  
**BCA – First Semester Examination 2013**  
**BC02: Computer Fundamentals**

1. a. Explain different type of computers  
b. Explain the advantages of using graphics in documents 2x10=20
2. a. Draw and explain the function block diagram of computer  
b. Explain internal and external dos commands. 2x10=20
3. a. Explain the different types of page formatting.  
b. Write the steps to create a web page using template. 2x10=20
4. a. What are the two types of dos commands? give example  
b. Why do you indent text? give example 2x10=20
5. a. Explain the features of macro.  
b. Explain the steps to generate a table of contents 2x10=20
6. a. What is meant by a cache memory explain?  
b. Explain the term 'Batch processing'. 2x10=20
7. a. Write a short notes on sequential file organization.  
b. What are the types of threats to computer system? 2x10=20
8. a. Explain the Generations of computers in detail.  
b. Explain various types of computers in detail. 2x10=20
9. a. Define cryptography. Explain its classifications.  
b. Illustrate the objectives of file management system. 2x10=20
10. a. What is mail merge? Give the basic steps in using mail merge in MS-Word.  
b. Explain the procedure to add a chart to give your presentation an official business appearance. 2x10=20
11. a. Explain various Input devices in detail.  
b. Explain the different modes of communications. 2x10=20
12. a. Describe about virus and how to prevent virus.  
b. Explain various Elements of Windows. 2x10=20
13. a. Describe various Accessories of Windows.  
b. Explain the steps to Typing, Deleting, Inserting, Replacing Text in Word Document. 2x10=20
14. a. Explain the different types of memory in detail.  
b. Explain the various computer language. 2x10=20
15. a. Describe the Applications of Networks.  
b. Discuss about GUI and Windows Desktop icons and taskbar. 2x10=20
16. a. Explain paint toolbox and its usage.  
b. Explain the Basics of presentation graphics in power points. 2x10=20
17. a. What is fiber-optic cable and how does it work?  
b. Elaborate the advantages and disadvantages of the bus topology? 2x10=20
18. a. Elaborate the basic techniques for working with window?  
b. What is a Recycle Bin? Discuss. 2x10=20
19. a. Discuss any 5 components which are designed using graphical user interface.  
b. Discuss the function of Mail merge. 2x10=20
20. a. Elaborate the main features of MS-word?  
b. Elaborate Macros? discuss the uses of macro. 2x10=20