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Total No. of Pages : 02

Total No. of Questions : 07

BCA/B.Sc.(Graphics & Web Designing/ IT) (Sem.–1)

FUNDAMENTALS OF COMPUTER AND IT

Subject Code : UGCA1902

M.Code : 76962

Date of Examination : 23-12-2024

Time : 3 Hrs.

Max. Marks : 60

INSTRUCTIONS TO CANDIDATES :

1. SECTION-A is COMPULSORY consisting of TEN questions carrying TWO marks each.
2. SECTION-B contains SIX questions carrying TEN marks each and students have to attempt any FOUR questions.

SECTION-A

1. Write briefly:

- a. What are the major functional units of a computer system?
- b. What is a number system, and why are they used in computer systems?
- c. What is the difference between a compiled language and an interpreted language?
- d. Differentiate between a single-user and a multi-user operating system.
- e. How do backup and recovery programs work, and why are they important?
- f. What is the purpose of speaker notes in Microsoft PowerPoint?
- g. How do you insert images, charts, and other objects into a Microsoft Word document?
- h. How can you sort the data in Microsoft Excel?
- i. What is UPI (Unified Payments Interface), and how does it facilitate electronic fund transfer between bank accounts?
- j. How do digital signatures and certification authorities work?

SECTION-B

2. How do digital signatures and certification authorities help to ensure the integrity of online transactions, and how can they be used to improve security in e-commerce and other digital transactions? What is the process to register a digital signature?
3. What are some common features of Microsoft PowerPoint, such as slide layout, animations, and transitions? What is the difference between a slide master and a slide layout in Microsoft PowerPoint?
4. What is conditional formatting, and how is it used to highlight data in Microsoft Excel? How do you create and format charts in Microsoft Excel?
5. How can you use macros to automate tasks in Microsoft Word? What are templates, and how are they used in Microsoft Word?
6. How do operating systems manage computer resources such as memory, CPU, and storage? What is disk management software, and how is it used to manage computer storage?
7. How do the different functional units of a computer system interact with each other? Explain with diagram. What are the different types of memory used in a computer system?

NOTE : Disclosure of Identity by writing Mobile No. or Making of passing request on any page of Answer Sheet will lead to UMC against the Student.