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(To be filled in the
OMR Sheet)

प्रश्नपुस्तिका क्रमांक
Question Booklet No.

O.M.R. Serial No.

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प्रश्नपुस्तिका सीरीज
Question Booklet Series

D

B.C.A.(First Semester) Examination, February/March-2022

BCA-101(N)

Computer Fundamental & Office Automation

(B.P. Students)

Time : 1:30 Hours

Maximum Marks-100

जब तक कहा न जाय, इस प्रश्नपुस्तिका को न खोलें

- निर्देश : —
1. परीक्षार्थी अपने अनुक्रमांक, विषय एवं प्रश्नपुस्तिका की सीरीज का विवरण यथास्थान सही— सही भरे, अन्यथा मूल्यांकन में किसी भी प्रकार की विसंगति की दशा में उसकी जिम्मेदारी स्वयं परीक्षार्थी की होगी।
 2. इस प्रश्नपुस्तिका में 100 प्रश्न हैं, जिनमें से केवल 75 प्रश्नों के उत्तर परीक्षार्थियों द्वारा दिये जाने हैं। प्रत्येक प्रश्न के चार वैकल्पिक उत्तर प्रश्न के नीचे दिये गये हैं। इन चारों में से केवल एक ही उत्तर सही है। जिस उत्तर को आप सही या सबसे उचित समझते हैं, अपने उत्तर पत्रक (O.M.R. ANSWER SHEET) में उसके अक्षर वाले वृत्त को काले या नीले बाल प्वाइंट पेन से पूरा भर दें। यदि किसी परीक्षार्थी द्वारा निर्धारित प्रश्नों से अधिक प्रश्नों के उत्तर दिये जाते हैं तो उसके द्वारा हल किये गये प्रथमतः यथा निर्दिष्ट प्रश्नोत्तरों का ही मूल्यांकन किया जायेगा।
 3. प्रत्येक प्रश्न के अंक समान हैं। आप के जितने उत्तर सही होंगे, उन्हीं के अनुसार अंक प्रदान किये जायेंगे।
 4. सभी उत्तर केवल ओ०एम०आर० उत्तर पत्रक (O.M.R. ANSWER SHEET) पर ही दिये जाने हैं। उत्तर पत्रक में निर्धारित स्थान के अलावा अन्यत्र कहीं पर दिया गया उत्तर मान्य नहीं होगा।
 5. ओ०एम०आर० उत्तर पत्रक (O.M.R. ANSWER SHEET) पर कुछ भी लिखने से पूर्व उसमें दिये गये सभी अनुदेशों को सावधानीपूर्वक पढ़ लिया जाय।
 6. परीक्षा समाप्ति के उपरान्त परीक्षार्थी कक्ष निरीक्षक को अपनी प्रश्नपुस्तिका बुकलेट एवं ओ०एम०आर० शीट पृथक—पृथक उपलब्ध कराने के बाद ही परीक्षा कक्ष से प्रस्थान करें।
 7. निगेटिव मार्किंग नहीं है।

महत्वपूर्ण : — प्रश्नपुस्तिका खोलने पर प्रथमतः जाँच कर देख लें कि प्रश्नपुस्तिका के सभी पृष्ठ भलीभाँति छपे हुए हैं। यदि प्रश्नपुस्तिका में कोई कमी हो, तो कक्ष निरीक्षक को दिखाकर उसी सीरीज की दूसरी प्रश्नपुस्तिका प्राप्त कर लें।

1. The mail server as defined in the text uses the_____protocol.
 - (A) http
 - (B) ftp
 - (C) pop
 - (D) smtp
2. To Start slide show of a presentation
 - (A) hit f5 key
 - (B) From slide show menu choose view show option
 - (C) from slide show menu choose rehearse timing
 - (D) Both (A) & (B)
3. In a power point presentation
 - (A) Sound Clips can be inserted but not movie clips
 - (B) Movie clips can be inserted but not sound clips
 - (C) Both cannot be inserted
 - (D) Both can be inserted
4. Power Point presentations are widely used as
 - (A) Note outlines for teachers
 - (B) Project presentations by students
 - (C) Communication of planning
 - (D) All of above
5. Edit >> Delete command
 - (A) Deletes the content of a cell
 - (B) Deletes formats of cell
 - (C) Deletes the comment of cell
 - (D) Deletes selected cells
6. Merge cells option can be applied from
 - (A) Format cells dialog box alignment tab
 - (B) Formatting toolbar
 - (C) Both of above
 - (D) None of above

7. What is entered by the function = today ()
- (A) The date value for the day according to system clock
 - (B) The time value according to system clock
 - (C) Today's date as text format
 - (D) All of above
8. The cell reference for cell range of F2 to P12 is _____
- (A) f2.p12
 - (B) f;p12
 - (C) f2:p12
 - (D) f2-p12
9. Formulas in Excel start with
- (A) %
 - (B) =
 - (C) +
 - (D) -
10. A work book is a collection of _____ used in a single file
- (A) Work sheet
 - (B) Work record
 - (C) Work field
 - (D) Work file
11. _____ is a spread sheet application
- (A) ms word
 - (B) ms access
 - (C) ms excel
 - (D) All of these
12. Portrait and Landscape are
- (A) Page orientation
 - (B) Paper size
 - (C) Page layout
 - (D) All of above

13. It is possible to _____ a data source before performing a merge.
- (A) Modify
 - (B) Sort
 - (C) Create
 - (D) All of the above
14. Changing the appearance of a document is called
- (A) Editing
 - (B) Proofing
 - (C) Formatting
 - (D) All of above
15. Bold, Italic, Regular are known as
- (A) Text effects
 - (B) Font effects
 - (C) Font styles
 - (D) Word art
16. Which of the following is/are word processing software?
- (A) MS word
 - (B) Easy word
 - (C) WordPerfect
 - (D) All of above
17. On which toolbar can you find Format painter tool?
- (A) Formatting toolbar
 - (B) Picture toolbar
 - (C) Drawing toolbar
 - (D) Standard toolbar
18. Why headers and footers used in MS-Word
- (A) To enhance the overall appearance of document
 - (B) To mark the starting of a page
 - (C) To make large document more readable
 - (D) To allow page headers and footers to appear on document when it is printed

19. In Microsoft Word Shortcut key CTRL+W is used for
- (A) Open the print dialog box
 - (B) Update the current web page
 - (C) Close the current window
 - (D) None of these
20. What is the function of CTRL+R in MS-Word?
- (A) Open the print dialog box
 - (B) Update the current web page
 - (C) Close the current window
 - (D) None of these
21. First generation computers used _____ for memory?
- (A) Vacuum tubes
 - (B) Silicon chips
 - (C) Magnetic drum
 - (D) RAM
22. The action performed by a _____ structure must eventually cause the loop to terminate.
- (A) Sequence
 - (B) Case
 - (C) Repetition
 - (D) Process
23. The operation is represented by parallelograms.
- (A) Input/Output
 - (B) Assignment
 - (C) Comparison
 - (D) Conditions

24. A _____ is diagram that depicts the flow of a program.
- (A) Algorithm
 - (B) Hash Table
 - (C) Graph
 - (D) Flowchart
25. A box that can represent two different conditions.
- (A) Rectangle
 - (B) Diamond
 - (C) Circle
 - (D) Parallelogram
26. When an algorithm is written in the form of a programming language, it becomes a _____
- (A) Flowchart
 - (B) Program
 - (C) Pseudo code
 - (D) Syntax
27. Which of the following is a temporary output?
- (A) Hard copy
 - (B) On paper
 - (C) Duplicate copy
 - (D) Soft copy
28. Which of the following is not a magnetic disk?
- (A) Floppy
 - (B) Winchester
 - (C) Zip
 - (D) FLASH

29. What does USB stand for ?
- (A) Universal Signal Board
 - (B) Universal Signal Bus
 - (C) Universal Serial Bus
 - (D) Universal Serial Board
30. The technology used in optical disk is _____
- (A) Reflective
 - (B) Refractive
 - (C) Laser Beam
 - (D) Diffraction
31. _____ is used for writing/reading of data to/from a magnetic ribbon.
- (A) Magnetic disk
 - (B) Magnetic tape
 - (C) Magnetic frames
 - (D) Magnetic Ribbon
32. Magnetic tape is type of _____ access device.
- (A) Sequential
 - (B) Direct access
 - (C) Step
 - (D) Indirect
33. The 2's complement of 10.11 :
- (A) 10
 - (B) 0.010
 - (C) 01.01
 - (D) 10.01
34. Convert $(22)_8$ into its corresponding decimal number.
- (A) 18
 - (B) 28
 - (C) 81
 - (D) 82

35. The signed magnitude for -3 will be _____
(A) 00000011
(B) 10000011
(C) 11111101
(D) 11111100
36. The decimal equivalent of $(0.101)_2$ will be _____
(A) 0.5
(B) 0.625
(C) 0.25
(D) 0.875
37. Perform BCD addition : $2+3=$ _____
(A) 0101
(B) 0010
(C) 0011
(D) 1010
38. The bitwise complement of 0 is _____
(A) 00000001
(B) 10000000
(C) 11111111
(D) 11111110
39. Number of bits in ALU is _____
(A) 4
(B) 8
(C) 16
(D) 2
40. The sign magnitude representation of -1 is _____
(A) 0001
(B) 1110
(C) 1000
(D) 1001

41. A non-erasable disk that stores digitized audio information is _____
- (A) CD
 - (B) CD-ROM
 - (C) DVD-R
 - (D) DVD-RW
42. Which of the following is used in main memory ?
- (A) SRAM
 - (B) DRAM
 - (C) PRAM
 - (D) DDR
43. What does SVGA stand for?
- (A) Standard Visual Graphics Array
 - (B) Super Visual Graphics Array
 - (C) Standard Video Graphics Array
 - (D) Super Video Graphics Array
44. Which of the following service allows a user to log in to another computer somewhere on the Internet?
- (A) e-mail
 - (B) UseNet
 - (C) Telnet
 - (D) FTP
45. Which of the following is known as the interval between the instant a computer makes a request for the transfer of data from a disk system to the primary storage and the instance the operation is completed?
- (A) Disk Utilization time
 - (B) Drive Utilization time
 - (C) Disk access time
 - (D) Disk arrival time

46. Which of the following is designed to control the operations of a computer?
- (A) User
 - (B) Application Software
 - (C) System Software
 - (D) Utility Software
47. Which of the following part of a processor contains the hardware necessary to perform all the operations required by a computer?
- (A) Controller
 - (B) Registers
 - (C) Cache
 - (D) Data path
48. Which of the following is not a type of computer code?
- (A) EDIC
 - (B) ASCII
 - (C) BCD
 - (D) EBCDIC
49. What is the word length of a personal computer ?
- (A) 32 bits
 - (B) 8 bits
 - (C) 64 bits
 - (D) 16 bits
50. Which of the following computer language is written in binary codes only?
- (A) Pascal
 - (B) Machine language
 - (C) C
 - (D) C#

51. Convert the binary equivalent 10101 to its decimal equivalent.
- (A) 21
 - (B) 12
 - (C) 22
 - (D) 31
52. BIOS is used ?
- (A) By operating system
 - (B) By compiler
 - (C) By interpreter
 - (D) By application software
53. What is the mean of the Booting in the operating system?
- (A) Restarting computer
 - (B) Install the program
 - (C) To scan
 - (D) To turn off
54. Which of the following is not an operating system?
- (A) Oracle
 - (B) DOS
 - (C) Windows
 - (D) Linux
55. What is the maximum length of the file name in DOS?
- (A) 4
 - (B) 5
 - (C) 8
 - (D) 12

56. What is an operating system?
- (A) Interface between the hardware and application programs
 - (B) Collection of programs that manages hardware resources
 - (C) System service provider to the application programs
 - (D) All of the mentioned
57. Which of the following is not a binary number?
- (A) 1111
 - (B) 101
 - (C) 11E
 - (D) 000
58. The binary number 10011101 is equal to the decimal number
- (A) 9E
 - (B) 9F
 - (C) 9D
 - (D) FF
59. The two's complement in binary system is useful for expressing
- (A) Both positive and negative numbers
 - (B) Positive numbers
 - (C) Negative numbers
 - (D) None of these
60. The decimal equivalent of binary number 0.0111 is.
- (A) 4.375
 - (B) 0.4375
 - (C) 0.5375
 - (D) -0.4375

61. The instructions that tell a computer how to carry out the processing tasks are referred to as computer _____
- (A) Programs
 - (B) Processors
 - (C) Input Devices
 - (D) Memory modules
62. BIOS stands for
- (A) Basic input output system
 - (B) Binary input output system
 - (C) Basic input off system
 - (D) All the above
63. VDU is also called
- (A) Screen
 - (B) Monitor
 - (C) Both (A) & (B)
 - (D) Printer
64. SMPS stands for
- (A) Switched mode power Supply
 - (B) Start mode power supply
 - (C) Store mode power supply
 - (D) Single mode power supply
65. 1 Byte=?
- (A) 8 bits
 - (B) 4 bits
 - (C) 2 bits
 - (D) 9 bits

66. _____ translates and executes program at run timeline by line
- (A) Compiler
 - (B) Interpreter
 - (C) Linker
 - (D) Loader
67. Which of the following is also known as brain of computer.
- (A) Control unit
 - (B) Central Processing unit
 - (C) Arithmetic and language unit
 - (D) Monitor
68. Examples of output devices are
- (A) Screen
 - (B) Printer
 - (C) Speaker
 - (D) All of these
69. Which of the following are input devices?
- (A) Keyboard
 - (B) Mouse
 - (C) Card reader
 - (D) Any of these
70. DOS stands for
- (A) Disk operating System
 - (B) Disk operating session
 - (C) Digital operating system
 - (D) Digital open system

71. A fault in a computer program which prevents it from working correctly is known as
- (A) Boot
 - (B) Bug
 - (C) Biff
 - (D) Strap
72. A small or intelligent device is so called because it contains within it a
- (A) Computer
 - (B) Microcomputer
 - (C) Programmable
 - (D) Sensor
73. A computer program that translates one program instructions at a time into machine language is called a/an
- (A) Interpreter
 - (B) CPU
 - (C) Compiler
 - (D) Simulator
74. A computer program that converts an entire program into machine language is called a/an.
- (A) Interpreter
 - (B) Simulator
 - (C) Compiler
 - (D) Commander
75. What is the name of the display feature that highlights are of the screen which requires operator attention?
- (A) Pixel
 - (B) Reverse video
 - (C) Touch screen
 - (D) Cursor

76. An error in software or hardware is called a bug. What is the alternative computer jargon for it?
- (A) Leech
 - (B) Squid
 - (C) Slug
 - (D) Glitch
77. Who invented the high level language “C”?
- (A) Dennis M. Ritchie
 - (B) Nicklaus Writhe
 - (C) Seymour Papert
 - (D) Donald Kunth
78. The output quality of a printer is measured by
- (A) Dot per inch
 - (B) Dot per sq. inch
 - (C) Dots printed per unit time
 - (D) All of above
79. Microprocessors as switching devices are for which generation computers
- (A) First Generation
 - (B) Second Generation
 - (C) Third Generation
 - (D) Fourth Generation
80. Which of the following is the first generation of computer?
- (A) EDSAC
 - (B) IBM-1401
 - (C) CDC-1604
 - (D) ICL-2900

81. A normal CD-ROM usually can store up to _____ data?
- (A) 680 KB
 - (B) 680 Bytes
 - (C) 680 MB
 - (D) 680 GB
82. What does DMA stand for ?
- (A) Distinct Memory Access.
 - (B) Direct Memory Access
 - (C) Direct Module Access
 - (D) Direct Memory Allocation
83. Which programming languages are classified as low level languages?
- (A) BASIC, COBOL, Fortran
 - (B) Prolog
 - (C) C, C++
 - (D) Assembly languages
84. What characteristic of read-only memory (ROM) makes it useful?
- (A) ROM information can be easily updated.
 - (B) Data in ROM is non-volatile, that is, it remains there even without electrical power.
 - (C) ROM provides very large amounts of inexpensive data storage.
 - (D) ROM chips are easily swapped between different brands of computers.
85. Where are data and programme stored when the processor uses them?
- (A) Main memory
 - (B) Secondary memory
 - (C) Disk memory
 - (D) Programme memory

86. First page of Website is termed as-
- (A) Homepage
 - (B) Index
 - (C) JAVA script
 - (D) Bookmark
87. A computer cannot 'boot' if it does not have the
- (A) Compiler
 - (B) Loader
 - (C) Operating System
 - (D) Assembler
88. Junk e-mail is also called
- (A) Spam
 - (B) Spoof
 - (C) Sniffer script
 - (D) Spool
89. What type of resource is most likely to be a shared common resource in a computer Network?
- (A) Printers
 - (B) Speakers
 - (C) Floppy disk drives
 - (D) Keyboards
90. A CPU contains
- (A) A card reader and a printing device.
 - (B) An analytical engine and a control unit.
 - (C) A control Unit and an arithmetic logic unit
 - (D) An arithmetic logic unit and a card reader.

91. Trojan Horse is a _____
- (A) Accounting software
 - (B) Search engine
 - (C) Portal
 - (D) None of these
92. A _____ is a software program used for viewing various kinds of Internet resources found on the World Wide Web.
- (A) Bookmark
 - (B) Intranet
 - (C) Domain
 - (D) Browser
93. A _____ identifies a user's personal preferences and settings and allows the website's server to retrieve your information from its database.
- (A) Cookie.
 - (B) View history
 - (C) Prototype
 - (D) Profile
94. In internet terminologies, "IP" stands for _____.
- (A) Intranet protocol.
 - (B) Internet protocol
 - (C) Individual protocol
 - (D) Industrial protocol
95. _____ monitors all the traffic that flows between the two networks but block certain traffic completely which may be an intruder.
- (A) Firewall.
 - (B) Anti-virus.
 - (C) Software.
 - (D) hardware.

96. The segment in which business' directly sells to the end consumer is called_____.
- (A) C2c.
 - (B) P2p.
 - (C) b2c.
 - (D) g2g.
97. In an e-mail address @ is used. It represents _____.
- (A) domain name.
 - (B) senders name.
 - (C) recipients name.
 - (D) network name
98. WWW uses the following protocol?
- (A) http.
 - (B) ftp
 - (C) wwwc
 - (D) smtp.
99. HTML means_____.
- (A) Hyper text mark-up language.
 - (B) Hyper testing mark-up language
 - (C) Hardware text mark-up language
 - (D) Hyper testing mapping language
100. Which of the following is not a web browser?
- (A) Internet browser
 - (B) Netscape communicator
 - (C) Netscape navigator
 - (D) Adobe page maker

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Rough Work / रफ कार्य

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 3. Every question has same marks. Every question you attempt correctly, marks will be given according to that.
 4. Every answer should be marked only on Answer Booklet (O.M.R ANSWER SHEET). Answer marked anywhere else other than the determined place will not be considered valid.
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