MIT Arts, Commerce & Science College Alandi (D), Pune

Question Bank for BCA

Sub: Computer Fundamentals and Office Automation

1) What is computer? Explain its characteristis

2) Write generation of computer.

3) Explain block diagram of computer in detail.

4) What do u mean by data organization? Explain it with an ex.

5) Explain any four input devices.

6) Explain any four output devices.

7) Explain the types of memory in detail.

8) Explain different types of primary memory.

9) Write types of computer.

10) What do u mean by computer languages? Explain compiler, interpreter.

11) Conversion from binary to decimal 0r decimal to binary.

12) Solve:

      i) $(516)_{10} = (?)_2$

      ii) $(CAD)_{16} = (?)_{10}$

      iii)   1101*111

      iv)   111+100+111

13) Explain different types of computer languages.

14) What is an assembly language? Explain its advantages and disadvantages over machine level language.

15) Give types of printer.

16) State difference between

    i)RAM and ROM

    ii) Primary and Secondary Memory.

iii) Compiler and Interpreter

iv) Input and Output device.

17) Define Algorithm. and explain its uses.

18) What are the advantages of writing algorithm?

19) Define flowchart and its uses.

20) State advantages and disadvantages of flowchart.

21) List out principles of flowchart

22) Explain flowcharting symbols.

23) Write an algorithm and flowchart to print sum and avg of first N numbers.

24) Write an algorithm to print first N prime numbers.

25) Write an algorithm and flowchart to find the greatest among two nos.

26) Write an algorithm and flowchart to find the greatest among three nos.

27) Write an algorithm and flowchart to find the area and circumference of circle.

28) Write an algorithm and flowchart to find the area and perimeter of rectangle.

29) Write an algorithm and flowchart to find the even and odd nos.

30) Write an algorithm and flowchart to find the given no is positive or not.

31) Write an algorithm and flowchart to swap the two nos .

32) Write an algorithm and flowchart to convert temperature in Celsius to
Fahrenheit

33) Write an algorithm and flowchart take digit from user and display that digit in
reverse order.

34) Write an algorithm and flowchart enter year from user and check it as a leap
year or not.

35) Write features of DOS operating system.

36) Explain booting process in DOS.

37) Explain batch file with an example.

38) Write any five Internal DOS Commands with syntax and example.

39) Write any five External DOS Commands with syntax and example.

40) Write function of DOS o.s.

41) Write various types of o.s.

42) Write features of Windows o.s.

43) Explain files and directories in DOS.

44) Explain following DOS commands with example.

    i) ECHO   ii) EXIT iii) GOTO

    iv) MKDIR   v) CHDIR   VI) DIR

    vii) COPY   viii) DEL   ix) DELTREE

    x) DISKCOPY

45) Write short notes on

    i) Start button   ii) taskbar   iii) status bar

    iv) Windows application   v) icons   vi) desktop

46) Explain any two windows application in detail.

47) List out various features of M.S. WINDOWS

48) Explain Notepad.

49) Explain Paintbrush.

50) Write features, usage of MS WORD.

51) Write features, usage of MS EXCEL.

52) Write features, usage of MS POWERPOINT.

53) Write features, usage of MS ACCESS.

54) What do you mean by chart? Explain various types of charts in MS EXCEL.

55) What do you mean by DTP?

56) Explain Mail Merge.

57) Describe switching between Applications.

58) What do u mean by slide animation.

59) What do u mean by slide transition?

60) Explain views in Power Point.

61) What do u understand about Linux o.s.?What are the functions of kernel.

62) Explain inode in linux o.s.

63) Explain Vi Editor in linux.

64) Write any five linux commands with syntax and example.

65) Write about permission and inode in linux.

66) What do u mean by pipe in Linux? For what purpose it will use?

67) Explain following Linux commands with example

   i)man   ii)ls   iii)pwd

   iv)cat   v)cp   vi)mv

   vii)rm