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Subject Code:- AMICA0102

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NOIDA INSTITUTE OF ENGINEERING AND TECHNOLOGY, GREATER NOIDA

(An Autonomous Institute Affiliated to AKTU, Lucknow)

MCA (Integrated)

SEM: I - THEORY EXAMINATION (2022 - 2023)

Subject: Computer Fundamentals and Office Automation

Time: 3 Hours

Max. Marks: 100

General Instructions:

IMP: Verify that you have received the question paper with the correct course, code, branch etc.

1. This Question paper comprises of **three Sections -A, B, & C**. It consists of Multiple Choice Questions (MCQ's) & Subjective type questions.
2. Maximum marks for each question are indicated on right -hand side of each question.
3. Illustrate your answers with neat sketches wherever necessary.
4. Assume suitable data if necessary.
5. Preferably, write the answers in sequential order.
6. No sheet should be left blank. Any written material after a blank sheet will not be evaluated/checked.

SECTION A

20

1. Attempt all parts:-

- 1-a. Which of these output devices is used for the translation of information from any computer into a pictorial form on the papers? (CO1) 1
- (a) Card punch
(b) Touch panel
(c) Plotter
(d) Mouse
- 1-b. Which of the following is equal to a gigabyte? (CO1) 1
- (a) 1024 bytes
(b) 512 GB
(c) 1024 megabytes
(d) 1024 bits
- 1-c. The Recycle Bin stores discarded items until _____. (CO2) 1
- (a) another user logs on
(b) the computer is shut down

- (c) the end of the day
(d) you empty it
- 1-d. Which shortcut key is used to copy and paste a file folder? (CO2) 1
(a) Ctrl + X and Ctrl + V
(b) Ctrl + A and Ctrl + V
(c) Ctrl + Z and Ctrl + V
(d) Ctrl + C and Ctrl + V
- 1-e. The space left between the margin and the start of a paragraph is called____. 1
(CO3)
(a) Spacing
(b) Gutter
(c) Indentation
(d) Alignment
- 1-f. Which of the following is not a valid function in MS Excel? (CO3) 1
(a) sum()
(b) count()
(c) subtract()
(d) counta()
- 1-g. Which of the following is called a page to create a presentation in PowerPoint? 1
(CO4)
(a) Sheet
(b) Slide
(c) Paper
(d) None of these
- 1-h. Is it possible to apply the same transition on all slides in a powerpoint 1
presentation? (CO4)
(a) True
(b) False
(c) Can't Say
(d) May be
- 1-i. In Access, ____ are used to store the data. (CO5) 1
(a) Report
(b) Form

- (c) Table
- (d) Query
- 1-j.protocols is used for WWW ? (CO5) 1
- (a) Ftp
- (b) Http
- (c) W3
- (d) all of the above

2. Attempt all parts:-

- 2.a. Define Cache memory. (CO1) 2
- 2.b. Define Operating System. (CO2) 2
- 2.c. Explain cell and cell address. (CO3) 2
- 2.d. Explain trigger in the context of animation. (CO4) 2
- 2.e. Define primary key. (CO5) 2

SECTION B

30

3. Answer any five of the following:-

- 3-a. Explain any six input and output devices with their use. (CO1) 6
- 3-b. Differentiate between assembler, compiler, and interpreter with examples. (CO1) 6
- 3-c. Briefly describe the various threats to network security. (CO2) 6
- 3-d. Compare Window and Linux operating system. (CO2) 6
- 3.e. Explain the Mail merge feature of Microsoft Word. (CO3) 6
- 3.f. Define the following terms- (i) the Header and Footer in MS-POWERPOINT (ii) the Step for inserting the hyperlink (CO4) 6
- 3.g. Discuss the foreign key and super key in detail. (CO5) 6

SECTION C

50

4. Answer any one of the following:-

- 4-a. Explain the computer software & describe various types of computer software with example. (CO1) 10
- 4-b. Explain the term 'Batch processing'. (CO1) 10

5. Answer any one of the following:-

- 5-a. Write short notes on: 1. Need of Operating System 2. Graphical User Interface (CO2) 10
- 5-b. Describe Booting process. (CO2) 10

6. Answer any one of the following:-

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|------|---|----|
| 6-a. | State about spreadsheet. Explain the features of spreadsheet. (CO3) | 10 |
| 6-b. | Define functions in MS Excel. (CO3) | 10 |

7. Answer any one of the following:-

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|------|--|----|
| 7-a. | Discuss the feature of MS Powerpoint. (CO4) | 10 |
| 7-b. | Elaborate slide transition. How can you apply the same slide transition to all the slides at a time? (CO4) | 10 |

8. Answer any one of the following:-

- | | | |
|------|--|----|
| 8-a. | Discuss the pros and cons of Using the Internet. (CO5) | 10 |
| 8-b. | Briefly describe Intranet v/s Internet. (CO5) | 10 |