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DCA
Dip. Comp. App

Paper I — FUNDAMENTALS OF COMPUTERS

(For those who joined in July 2001 and after)

Time : Three hours

Maximum : 100 marks

SECTION A — (10 × 4 = 40 marks)

Answer ALL questions.

1. List out the various applications of computers.
2. What is the function of CPU?
3. What is the binary value of 2524.0485?
4. What is Assembler?
5. What is the main advantage of storing a program in the main memory of a computer?
6. What storage devices are included in the secondary storage unit?
7. What is the use of OS? Name two OS for PCs.

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8. Write the need to develop an operating system.
9. What is a Metropolitan Area Network? Give an example of a Man and its application.
10. What are the functions of TCP?

SECTION B — (6 × 10 = 60 marks)

Answer any SIX questions.

11. Classify the computer and explain.
12. Discuss the basic organisation of a computer system and explain the functions of various units of a computer system.
13. Discuss the representation of characters in computers.
14. Find the decimal equivalents of
 - (a) $(110101110)_2$
 - (b) $(573.7345)_8$
 - (c) $(EFF.3DA)_{16}$
 - (d) $(D123.AB)_{16}$
15. Describe the different types of output devices.

16. What is ROM? What are the types of ROM? Explain them.
17. Describe the Evolution of operating system.
18. Describe the functions of operating system.
19. Explain any three guided and unguided data transmission media.
20. Explain the various types of networks.

**Paper II — WINDOWS BASED PC SOFTWARE
(MS-Word, MS-Excel, MS-Access)**

(For those who joined in July 2001 and after)

Time : Three hours

Maximum : 100 marks

SECTION A — (10 × 4 = 40 marks)

Answer ALL questions.

1. What are the different ways to create a new document in word?
2. What is Print Layout View?
3. What are headers and footers?
4. Is it possible to convert a table into text? If yes, how?
5. What are the advantages of using spreadsheet?
6. How do we change the column width and the row height?
7. How can you insert values into a Table?

8. What is the difference between action queries and append queries?
9. What is the use of Label Wizard?
10. What is a Database?

SECTION B — (6 × 10 = 60 marks)

Answer any SIX questions.

11. What are the editing functions available in word and explain them with example.
12. Describe the different ways in which a word document can be viewed.
13. What are the different types of pictures that can be inserted into Word document?
14. How do we insert and delete a rows and columns in a worksheet?
15. How do we create a formula is a worksheet? Explain the types of formula.
16. What is a chart? How do we create the chart? How can you modify the chart?
17. How can you create a database with the Database Wizard?

18. Describe the different types of joins provided by Access.
 19. What are controls? Describe the important controls used in forms and reports.
 20. Discuss about Finding and Replacing Tests in MS-Word with examples.
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