BCom - Computer Application (MAJOR)

COURSE 2: FUNDAMENTALS OF INFORMATION TECHNOLOGY & OFFICE AUTOMATION

SEMESTER-I

MODEL PAPER

Time: 3 hours   **Total Marks: 70**

SECTION-A

Answer any five questions and each question carries 4 marks   **[5 X 4 = 20]**

1. Convert the decimal number 239 to binary, octal, and hexadecimal.

2. Differentiate between the first and fifth generations of computers with two examples each.

3. Draw and label the block diagram of a computer system.

4. Explain the difference between LAN, MAN, and WAN with one example each.

5. Explain basic text editing and formatting in MS Word or Google Docs.

6. What is the difference between relative, absolute, and mixed cell referencing in spreadsheets?

7. Write the syntax and purpose of the following functions: LEFT, CONCAT, AND, OR.

8. What is a Pivot Table? Mention two advantages of using Pivot Tables in data analysis.

SECTION-B

Answer ALL questions and each question carries 10 marks   **[5 X 10 = 50]**

9 a) Explain the evolution of computers from mechanical devices to modern-day systems. Include key milestones.

 (or)

b) Describe the five generations of computers in detail, highlighting their technologies, characteristics, and examples.

10 a) Explain the memory hierarchy in a computer system with examples. Why is it important?

(or)

b) Discuss various network topologies (Star, Ring, Bus) with diagrams, advantages, and disadvantages.

11 a) Describe the process of creating a mail merge document in MS Word or Google Docs with an example.

(or)

b) Explain the steps to design a professional presentation using PowerPoint or Google Slides, including animations and transitions.

12 a) Explain the use of the following logical and lookup functions in spreadsheets with examples
IF, AND, OR, VLOOKUP, INDEX

(or)

b) Describe the process of creating and formatting charts in spreadsheets. Include types of charts and their use cases.

13 a) What is a Dashboard in spreadsheets? Explain how to create an interactive dashboard using Pivot Tables and slicers.

(or)

Discuss the use of What-If Analysis tools -Goal Seek and Scenario Manager with practical examples.