



I Semester B.C.A. Examination, Feb./March 2010
COMPUTER FUNDAMENTALS AND WINDOWS BASED APPLICATION

Time 3 Hours

Max. Marks : 80

- Instructions:** 1) Answer *all* questions in Part A, 6 out of 8 questions in Part B, and 3 out of 5 questions in Part C.
2) Part A: Questions from 1 to 8 carry 1 mark and 9 to 14 carry 2 marks *each*.
3) Part B: *Each* question carries 5 marks.
4) Part C: *Each* question carries 10 marks.

PART – A

1. What is GUI?
2. What is meant by desktop ?
3. What is a screen saver ?
4. How to set date in DOS ?
5. What is drive ?
6. List any two views of a document.
7. How to save a document ?
8. What are the steps to close a document ?
9. Write any two internal commands of DOS.
10. What is a clipboard ?
11. What is paste board ?
12. Give the objectives of DOS.
13. What is mail merge ?
14. What is a bookmark ?



PART – B

1. What are the contents of tool bar ?
2. Explain font dialog box.
3. Explain print preview feature.
4. How can you insert rows, columns, borders and shades to the table?
5. What are auto shapes ? Explain.
6. What are bullets ? Explain.
7. What is tab stop ? Explain.
8. How to compile table of contents ?

PART – C

1. Explain sort and fdisk command in DOS ?
 2. Explain the process of setting paragraph attributes.
 3. What are the various text attributes in word processor ?
 4. Explain find and replace operation.
 5. Explain web wizard.
-