

OMR Answer Sheet No.

Question Booklet Number

1037

BCA (Semester-I) Examination, 2023-24

Booklet Series

D

Computer Fundamentals and MS Office

Paper : I

(To be filled by the Candidate / निम्न पूर्तियाँ परीक्षार्थी स्वयं भरें)

Roll No. (in figures)

अनुक्रमांक (अंकों में)

Roll No. (in words)

अनुक्रमांक (शब्दों में)

| Time : 2 : 00 Hours

| समय : 2 : 00 घण्टे

| Maximum Marks : 50

| अधिकतम अंक : 50

Name of Examination Centre

परीक्षा केन्द्र का नाम

Signature of Invigilator

कक्ष निरीक्षक के हस्ताक्षर

Instructions to the Examinee :

1. Do not open the booklet unless you are asked to do so.
2. The booklet contains 75 questions. Examinee is required to answer any 65 questions in the OMR Answer-Sheet provided and not in the question booklet. In case Examinee attempts more than 65 Questions, first 65 attempted questions will be evaluated. All questions carry equal marks.
3. Examine the Booklet and the OMR Answer-Sheet very carefully before you proceed. Faulty question booklet due to missing or duplicate pages/questions or having any other discrepancy should be immediately replaced.

(Remaining Instructions on last page)

परीक्षार्थियों के लिए निर्देश :

1. प्रश्न-पुस्तिका को तब तक न खोलें जब तक आपसे कहा न जाए।
2. प्रश्न-पुस्तिका में 75 प्रश्न हैं। परीक्षार्थी को किन्हीं 65 प्रश्नों को दी गई ओएमआर आन्तर-शीट पर ही हल करना है। परीक्षार्थी द्वारा 65 से अधिक प्रश्नों को हल करने की स्थिति में, प्रथम 65 उत्तरों को ही मूल्यांकित किया जायेगा। सभी प्रश्नों के अंक समान हैं।
3. प्रश्नों के उत्तर अंकित करने से पूर्व प्रश्न-पुस्तिका तथा OMR उत्तर-पत्रक को सावधानीपूर्वक देख लें। दोषपूर्ण प्रश्न-पुस्तिका, जिसमें कुछ भाग छपने से छूट गये हों या प्रश्न एक से अधिक बार छप गये हों या किसी भी प्रकार की कमी हो, उसे तुरन्त बदल लें।

(शेष निर्देश अन्तिम पृष्ठ पर)

1. Which of the following is not a binary number.
- (A) 1010
(B) 101
(C) 11E
(D) 001
2. What could be the maximum value of a single digit in an octal number system?
- (A) 8
(B) 7
(C) 6
(D) 9
3. Which of the following is not a type of computer code?
- (A) ASCII
(B) EBCDIC
(C) BCD
(D) EDIC
4. An Emerging Branch in computer science, which interprets means and method of making computers think like human beings is ____.
- (A) VR
(B) Clouding computing
(C) AI
(D) ULSI
5. Which computer generation based on VLSI microprocessor.
- (A) 1st
(B) 2nd
(C) 3rd
(D) 4th
6. ULSI stands for?
- (A) Ultra Large Scale Integration
(B) Under Lower Scale Integration
(C) Under Large Scale Integration
(D) Ultra Lower Scale Integration

7. The high speed memory between the main memory and CPU called?

- (A) Register memory
- (B) Cache memory
- (C) Storage memory
- (D) Virtual memory

8. Fill in the blank in Diagram.

? → CPU → ?

Table 1 Table 2

- (A) 1. Input 2. Output
- (B) 1. Input 2. Memory
- (C) 1. ALU 2. CU
- (D) 1. Memory Unit 2. Control Unit

9. One nibble is equivalent to _____ bits?

- (A) 2
- (B) 4
- (C) 1
- (D) 8

10. The following box denotes?



- (A) Decision
- (B) Initiation
- (C) I/O
- (D) Initialization

11. Category of software that comprises of all things like word processing, graphics, databases etc.

- (A) System S/W
- (B) Application S/W
- (C) OS
- (D) Database

12. _____ is an area of physical memory storage used to store data temporarily.

- (A) Buffer
- (B) BUS
- (C) Channel
- (D) Register

- ✓ 13. Execution of two or more programs by a single CPU is known as ____
- (A) Multiprogramming
(B) Multiprocessing
(C) Timesharing
(D) None
- ✓ 14. If you need to duplicate the entire disk, which command will you use?
- (A) Copy
(B) Diskcopy
(C) Copycon
(D) Chkdsk
- ✓ 15. The word processing feature that catches misspellings is known as ____
- (A) Spell checker
(B) Grammer checker
(C) Word checker
(D) None
- ✓ 16. In MS-DOS what command you will use to display system date?
- (A) Disk command
(B) Date command
(C) Formate command
(D) None
- ✓ 17. ____ is the primary element in computer chips.
- (A) Silicon
(B) Iron
(C) Carbon
(D) Uranium
- ✓ 18. MS Word comes under ____
- (A) Database
(B) Document Processing
(C) Graphics
(D) Numerical Analysis
19. This can change the Physical structure of the document.
- (A) Font
(B) Formatting
(C) Debug
(D) Bold

20. Power Point Presentation are widely used as-
- (A) Note outline for teacher
 - (B) Project presentation for students
 - (C) Communication
 - (D) All of above
21. The 1's complement of 10 is:
- (A) 10
 - (B) 11
 - (C) 110
 - (D) 01
22. How many bits are there in 1 byte?
- (A) 8
 - (B) 6
 - (C) 2
 - (D) 16
23. Which of the following is the brain of the computer?
- (A) Central Processing Unit
 - (B) Memory
 - (C) Arithmetic and Logic Unit
 - (D) Control Unit
24. Which of the following is the device used for converting maps, pictures, and drawings into digital form for storage in computers?
- (A) Image Scanner
 - (B) Digitizer
 - (C) MICR
 - (D) Scanner
25. Which of the following are physical devices of a computer?
- (A) Hardware
 - (B) Software
 - (C) System Software
 - (D) Package
26. Which key is not use for changing the case of the text in MS Word.
- (A) Toggle Case
 - (B) Indent Case
 - (C) Sentence Case
 - (D) Lower Case

27. What does MBR stand for?

- (A) Main Buffer Register
- (B) Memory Buffer Routine
- (C) Main Buffer Routine
- (D) Memory Buffer Register

✓ 28. Which of the following key copy the text in MS Excel:

- (A) Ctrl+u
- (B) Ctrl+c
- (C) Ctrl+o
- (D) Ctrl+v

✓ 29. Which of the following key create a new presentation in Power Point?

- (A) Ctrl+S
- (B) Ctrl+M
- (C) Ctrl+N
- (D) None of these

✓ 30. The Drag And Drop used for what?

- (A) Move and copy text using the Mouse
- (B) Switch from insert to over type Mode
- (C) Move and copy text using the Clipboard
- (D) None of the above

✓ 31. The term color and pattern used to fill a closed shape is known as.

- (A) Fill style
- (B) Word Art
- (C) Shape
- (D) Fill Back

✓ 32. Short cut key used to close the word file in MS Word:

- ✓ (A) Ctrl+F4
- (B) Shift+F4
- (C) Alt+F4
- (D) None of these

33. Select the items that are placed at the end of a document.

- (A) End Note
- (B) Foot Note
- (C) Footer
- (D) Header

34. MS Excel 2019 has row limit of ____.

- (A) 16384
- (B) 4,81,0576
- (C) 1,048,576
- (D) None of the above

35. How is the data stored on the diskette.

- (A) Magnetism
- (B) Ink
- (C) Laser bubbles
- (D) Circuits

36. ____ is an example of page orientation.

- (A) Superscript
- (B) Subscript
- (C) Landscape
- (D) A4

37. Which language does the computer understand.

(A) Computer understands only binary language

(B) Computer understands only Assembly language

(C) Computer understands only C language

(D) Computer understands only BASIC

38. Which unit is responsible for converting the data received from the user in to a computer understandable format?

- (A) Memory Unit
- (B) ALU
- (C) Input Unit
- (D) Output Unit

39. Batch processing was mainly used in this generation.

- (A) 1st
- (B) 2nd
- (C) 3rd
- (D) 4th

42. For the center alignment to a paragraph we can press?

- (A) Ctrl+S
- (B) Ctrl+C
- (C) Ctrl+E
- (D) Ctrl+C+A

40. Which of the following is known as the language made up of binary-coded instructions?

- (A) High level
- (B) BASIC
- (C) C
- (D) Machine

43. Which is the Default Page Orientation of Word.

- (A) Portrait
- (B) Long Sides
- (C) Landscape
- (D) Double Long Side

41. Ctrl+B in Ms-Word used for what purpose?

- (A) It converts selected text into the next larger size of the same font
- (B) It applies Italic formatting the selected text
- (C) It makes to selected text bold
- (D) It adds a line break to the document

44. The Spelling and Grammar tool used for?

- (A) Corrects Spelling Errors As You Type
- (B) Indicates Grammatical Errors
- (C) Identifies Words With Capitalization Problems
- (D) All of above

45. Which sections does a slide layout not have.

- (A) Lists
- (B) Titles
- (C) Animations
- (D) Charts

46. _____ is the max zoom percentage in MS Power Point?

- (A) 100%
- (B) 300%
- (C) 200%
- (D) 400%

47. Which symbol is used at the beginning of a flow chart.

- (A) Diamond
- (B) Rectangle
- (C) Circle
- (D) None of these

48. _____ monitor looks like a television and are normally used non-portable computer systems.

- (A) LED
- (B) CRT
- (C) LCD
- (D) Flat Panel Monitors

49. Which of the following is the fastest, biggest and the most expensive computer.

- (A) Mainframe Computer
- (B) Micro Computer
- (C) Hybrid Computer
- (D) Super Computer

50. Artificial intelligence is an example of _____.

- (A) Fifth Generation
- (B) Fourth Generation
- (C) Third Generation
- (D) All of the above

51. Super Computer are the fastest and are used for _____.

- (A) Military agencies
- (B) Nuclear research
- (C) Weather forecasting
- (D) All of the above

52. Which one is the correct abbreviation of Computer.

- (A) Commonly occupied machine used in Technical and Education Research
- (B) Commonly Operated Machines used in Technical & Educational Research
- (C) Commonly Oriented Machines used in Technical & Educational Research
- (D) Commonly Operated Machines used in Technical & Environmental Research

53. _____ is the decimal equivalent of the binary number 10111.

- (A) 21
- (B) 39
- (C) 42
- (D) 23

54. Which of the following is an output device. <https://www.rmpssuonline.com>

- (A) VDU
- (B) Keyboard
- (C) Mouse
- (D) Light Pen

55. _____ provides pictorial representation of given problem.

- (A) Algorithm
- (B) Pseudo code
- (C) Flow chart
- (D) All of these

✓ 56. Which symbol used connects two symbols of flowchart.

- (A) Circle
- (B) Arrow
- (C) Diamond
- (D) Rectangle

✓ 57. Operating system _____.

- (A) System service provider to the application programs
- (B) Collection of programs that manages hardware resources
- (C) Interface between the hardware and applications programs
- (D) All of the mentioned

✗ 58. Which of the following is not an operating system.

- (A) Oracle
- (B) Windows
- (C) Linux
- (D) DOS

59. DSM stands for _____.

- (A) Direct system module
- (B) Distributed shared memory
- (C) Direct system memory
- (D) Demoralized system memory

✗ 60. Microsoft word is _____ software

- (A) Programming
- (B) Compiler
- (C) System
- (D) Application

✓ 61. The ability to combine name and addresses with a standard document is called _____.

- (A) Document formatting
- (B) Mail merge
- (C) Database Management
- (D) Form letters

62. _____ are word processing software.

- (A) MS Word
- (B) Wordpad
- (C) Word perfect
- (D) All of above

63. MS Excel is a _____.

- (A) Spreadsheet software
- (B) Presentation software
- (C) Workbook software
- (D) Database Management Software

64. MS Excel stands for _____.

- (A) Micromax Excel
- (B) Management Excel
- (C) Microsoft Excess
- (D) Microsoft Excel

65. In Excel formulas start with _____.

- (A) /
- (B) =
- (C) -
- (D) +

66. The intersection of a column and a row in MS Excel worksheet is known as _____.

- (A) Row
- (B) Tab
- (C) Column
- (D) Cell

67. MS Excel file can not be directly exported as _____.

- (A) PDF
- (B) PPT
- (C) TXT
- (D) CSV

68. CPU stands for-

- (A) Computer Processing Unit
- (B) Control Processing Unit
- (C) Central Processing Unit
- (D) Control Principle Unit

69. Who is the father of computer?

- (A) Dennis Ritchie
- (B) Charles Babbage
- (C) James Gosling
- (D) Bjarne

70. _____ is not a characteristic of a computer?

- (A) Accuracy
- (B) Versatility
- (C) I.Q.
- (D) Reliability

71. The Smallest unit of data _____

- (A) Bit
- (B) KB
- (C) Nibble
- (D) Byte

72. Which of the following is not a type of computer on the basis of operation?

- (A) Hybrid
- (B) Analog
- (C) Digital
- (D) Remote

73. _____ Devices provides the communication between a computer and the outer world?

- (A) Input/output
- (B) Storage
- (C) H/W
- (D) Drivers

74. The binary equivalent of the decimal number 8 is _____.

- (A) 0010
- (B) 10
- (C) 1010
- (D) 1000

75. The input Hexadecimal representation of 1110 is _____.

- (A) E
- (B) 14
- (C) 12
- (D) 15