Biyani Girls College
I Internal Examination 2019-20
BCA (I Year)
Subject- Office Management Tools (BCA 106)

Time: 1 ½ Hrs	Set: A	MM: 40

[I] Answer the following questions in one line only   **(5*2=10)**

1. What is Operating System?
2. Write an example of single user and single tasking operating system.
3. Write the name of any two types of file systems?
4. What is the full form of BIOS?
5. Which DOS command is used to delete a file?

[II]Answer the following questions in 50 words   **(2*5=10)**

1. Write any five features of DOS?
2. Explain Real time Processing and its advantages?

[III]Answer the following questions in 150 words.   **(2*10=20)**

1. Write the features of Windows 7 Operating system.
2. Explain the following DOS commands with example:-
   a) DIR   b) CD   c) TYPE   d) SORT   e) MORE

Biyani Girls College
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BCA (I Year)
Subject- Computer Organization (BCA 105)

Time: 1 ½ Hrs	Set: B	MM: 40

[I] Answer the following questions in one line only   **(5*2=10)**

1. What is Multiprogramming?
2. Write an example of multi user and multi tasking operating system
3. What is the full form of NTFS and FAT?
4. Explain Booting?
5. Write the name of any four versions of windows?

[II] Answer the following questions in 50 words   **(2*5=10)**

1. Differentiate Internal and External DOS commands.
2. Write short note on Time sharing Operating system

[III] Answer the following questions in 150 words.   **(2*10=20)**

1. Explain Windows 7 Window explorer?
2. Explain the following DOS commands with example:-
   a) MD   b) RD   c) REN   d) FIND   e) FDISK