



# Biyani Girls College

First Mid Term Examination 2024

Class: BCA-I Sem.

Subject- FOC & OMT (105)

MM: 80

Time:

**[A.] Very Short Questions.**

**(10\* 2= 20)**

- Q1 What is MS Word? How to create an MS Word document?
- Q2. Which formatting features can be added to the MS Word document?
- Q3 What is computer system? Difference between RAM and ROM
- Q4 What do you mean by Ribbon or Title Bar.
- Q5 Define Generation of computer in short.
- Q6 What is Cache Memory?
- Q7 Write the classification of based in size?
- Q8 What is EPROM and EEPROM?
- Q9 Explain the types of Memory Hierarchy?
- Q10 What is the difference between system and application software?

**[B] Long Questions.**

**(15\* 4 = 60)**

- Q.1 What is Memory? Explain Type of Memory in Detail.
- Q.2 Draw a Block Diagram of a Computer. Explain the function of the Blocks.
- Q.3 Describe the Complete Process of Mail Merge.
- Q.4 Define Macro. Write down the procedure to create record and run a macro in spreadsheet package.