



**A-5750**

**D.C.A. (Part Time) (Sem. I) Examination**

**March / April - 2015**

**Paper - E101 : Computer Organization & Office Automation**

Time : 3 Hours]

[Total Marks : 70

**Instruction :**

नीचे दशांशवले निशानीवाणी विगतो उत्तरवडी पर अवश्य लभवी. Fillup strictly the details of signs on your answer book.		Seat No. :	
Name of the Examination :		<input type="text"/>	
D.C.A. (Part Time) (Sem. I)		<input type="text"/>	
Name of the Subject :		<input type="text"/>	
E101 - Computer Organization & Office Automation		<input type="text"/>	
Subject Code No. :	<input type="text" value="5"/> <input type="text" value="7"/> <input type="text" value="5"/> <input type="text" value="0"/>	Section No. (1, 2,.....) :	<input type="text" value="NIL"/>
		Student's Signature	

1 Attempt any 2 from the following : 14

- Normalize the number  $[-87.25]_{(10)}$  to 16-bit IEEE floating-point no. representation.
- List and explain the steps of CPU instruction execution.
- Explain using examples, binary subtraction using complement. Take two examples;
  - subtract big number from small one
  - subtract small number from big one.

2 Attempt any 2 from the following : 14

- Briefly explain Hard Disk. Also explain formatting of HD.
- Explain the following terms :
  - DVD
  - OCR
  - EEPROM
  - POST
- List the categories of printers. Explain 1 printer of each category.

- 3** Attempt the following: **7**
- (a) Perform the following: **7**
1.  $DEAD_{16} + DAD_{16} = \text{—————}_{(8)}$
  2.  $163_{(8)} = \text{————}_{(10)} = \text{————}_{(2)} = \text{————}_{(16)}$
- (b) Discuss various features of Windows operating system. **7**

**OR**

- (b) List the system files in DOS. Explain their sequence of booting and purpose of each one.

- 4** Attempt the following : **7**
- (a) Briefly explain the best 3 features of MS-Word. **7**
- (b) Which are the different types of Slides in MS-Power Point? Which are the different types of Masters supported by MS-PowerPoint? List their purposes. **7**

**OR**

- (b) Explain the features supported by MS-PowerPoint to make an effective presentation.

- 5** Attempt any 2 from the following: **14**
- (a) Briefly explain any 5 functions of MS-Excel with examples.
- (b) Explain ChartWizard feature of MS-Excel. Also explain various charts supported by MS-Excel.
- (c) List and explain any 4 commands of UNIX OS.