

A-1260

Total Pages : 3

Roll No.

BCA-03

Bachelor of Computer Application (BCA)

Basic of OS and PC Software

Examination February, 2026

Time : 2:00 Hrs.

Max. Marks : 70

Note :- This paper is of Seventy (70) marks divided into Two (02) Sections ‘A’ and ‘B’. Attempt the questions contained in these Sections according to the detailed instructions given therein. *Candidates should limit their answers to the questions on the given answer sheet. No additional (B) answer sheet will be issued.*

Section–A

(Long Answer Type Questions) (2×19=38)

Note :- Section ‘A’ contains Five (05) Long-answer type questions of Nineteen (19) marks each. Learners are required to answer any *two* (02) questions only.

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(1)

P.T.O.

1. Compare and contrast Single Tasking and Multitasking Operating Systems, focusing on their architecture and functionality.
2. What are the different ways you can customize the Windows desktop to improve workflow and organization ?
3. Discuss the ls command in detail. What are some commonly used options with ls to list files in a directory, and how can you display hidden files ?
4. What are Headers and Footers in Microsoft Word, and how do they enhance the organization of a document ?
5. Discuss the concept of themes in PowerPoint, how they differ from design templates, and how you can customize and apply themes to your slides.

Section–B

(Short Answer Type Questions) (4×8=32)

Note :– Section ‘B’ contains Eight (08) Short-answer type questions of Eight (08) marks each. Learners are required to answer any *four* (04) questions only.

1. What are the main functions of an Operating System ?
2. What is a directory in DOS ? How are files and directories organized in DOS ?

3. What is a shell in Linux, and how do you interact with it ?
4. Describe the vi text editor in Linux. What are the three modes of the vi editor ?
5. What is the process of merging cells in a Word table, and in what situations would this feature be useful ?
6. What types of charts are available in Excel ? How do you create a chart in Excel ?
7. How do you create a new workbook in MS-Excel ? Describe the steps involved in starting a new document and how Excel handles multiple workbooks.
8. What are slide transitions in PowerPoint, and why are they important ?
