

**BONAM VENKATA CHALAMAYYA INSTITUTE OF TECHNOLOGY & SCIENCE
(AUTONOMOUS)**

I-BCA I-Semester Regular/Supplementary Examinations (BR24), Feb - 2026

COMPUTER FUNDAMENTALS (BCA)

Time: 3 hours

Max. Marks: 70

*Question Paper consists of Part-A and Part-B
Answer ALL the question in **Part-A and Part-B***

PART-A (10X2 = 20M)

	Marks	CO	BL
1.a) List the different types of software.	(2M)	CO1	BL2
b) List the different components of a computer.	(2M)	CO1	BL2
c) Define Operating Systems.	(2M)	CO2	BL3
d) List the basic Icons displayed on Microsoft Windows operating System.	(2M)	CO2	BL3
e) List any four types of bullet styles used in Microsoft Word.	(2M)	CO3	BL5
f) Illustrate the steps to save a Microsoft excel document	(2M)	CO3	BL5
g) Define Internet.	(2M)	CO4	BL3
h) Illustrate the uses of Web Browser.	(2M)	CO4	BL3
i) List any two different types of Viruses.	(2M)	CO5	BL6
j) What is digital signature?	(2M)	CO5	BL1

PART-B (5X10 = 50M)

2a. Explain in detail the working of a computer with a neat labelled diagram.	(10M)	CO1	BL2
(OR)			
3a. Explain in detail the different components of a CPU.	(5M)		
b. What is an application Software? Examine the various commonly used application software?	(5M)	CO1	BL2
4a. Illustrate the working basics of popular Operating systems	(10M)	CO2	BL3
(OR)			
5a. Explain how to move, copy, and delete files in Windows Explorer.	(5M)		
b. How does the Start Menu help in operating a computer?	(5M)	CO2	BL3
6a. Explain how mail merge is useful in sending bulk letters.	(5M)		
b. Describe the steps to apply slide transitions.	(5M)	CO3	BL5
(OR)			
7a. Explain the steps to create a new workbook and enter data.	(5M)		
b. Describe the purpose of line spacing and margins in a document.	(5M)	CO3	BL5

- 8a. Illustrate the difference between a domain name and an IP address. (5M) CO4 BL3
b. What is the difference between a public and a private IP address? (5M)
(OR)
- 9a. How does a web browser help in accessing the Internet? (5M) CO4 BL3
b. Explain the steps to send an email with an attachment. (5M)
- 10a. What are the differences between Google Docs and MS Word? (5M) CO5 BL6
b. Why is internet security important? (5M)
(OR)
- 11a. Explain how Google Drive is useful for document collaboration. (5M)
b. How does two-factor authentication improve account security? (5M) CO5 BL6
