Roll No. ⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚ Total No. of Pages : 02

Total No. of Questions : 09

B.Voc. (E&IT)   (Sem.–1)

INTRODUCTION TO INTERNET & MS-OFFICE

Subject Code : BVET-102-20

M.Code : 79139

Date of Examination : 10-01-2023

Time : 3 Hrs.   Max. Marks : 60

INSTRUCTIONS TO CANDIDATES :

1. **SECTION-A is COMPULSORY consisting of TEN questions carrying TWO marks each.**
2. **SECTION-B contains FIVE questions carrying FIVE marks each and students have to attempt any FOUR questions.**
3. **SECTION-C contains THREE questions carrying TEN marks each and students have to attempt any TWO questions.**

SECTION-A

1. **Write briefly :**

    a) Telnet

    b) MS-Word features

    c) Smart Documents

    d) Gopher

    e) Menu Bars

    f) HTTP

    g) Word Document features

    h) Printing operation in MS-Excel

    i) Spell checking in MS-Word

    j) Header and Footer.

SECTION-B

2. What are the components of Internet? Explain its working in detail.

3. Explain the mail merge feature available in Microsoft Word.

4. Discuss the steps involved in creating and editing power point presentations.

5. Write a short note on images and tables options in Microsoft Word.

6. Discuss the working of WWW and the steps involved in web browsing.

SECTION-C

7. Describe in detail the role of Internet protocol, Gopher, FTP and TCPIP protocols.

8. Explain various options available in MS Powerpoint for creating and editing the presentations.

9. Explain the role of macros in MS-Word. Also explain various file formats and export features in it.

NOTE : Disclosure of Identity by writing Mobile No. or Making of passing request on any page of Answer Sheet will lead to UMC against the Student.