

Roll No.

Total No. of Pages : 02

Total No. of Questions : 09

B.Voc. (Web Technologies & Multimedia) (Sem.-1)

INTRODUCTION TO INTERNET & MS-OFFICE

Subject Code : BVWM-101-19

M.Code : 77169

Date of Examination : 14-01-2023

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) Advantage of using Mail Merge.
- b) Difference in Animation and Transition.
- c) In which type of applications Telnet is used?
- d) What is the process to leave empty space for some inches on all four sides of a page in MS word?
- e) Define Macro.
- f) List various file formats to which MS Word can export a document file.
- g) How can you change row height in excel?
- h) Write down steps to add an image in footer of word page.
- i) What is process to record slide show in power point?
- j) Write down formula to add and multiply values of Excel cells A23 and B12.

SECTION-B

2. How do you create a Macro in MS Word? How Macro may help for dynamic report generation?

3. What is the difference among COUNT, COUNTA, COUNTIF and COUNTBLANK in MS-Excel? Write down any other five mathematical formulas of MS Excel.
4. What do you understand by motion path in PowerPoint? Write down steps to create a smart art in Power point and apply animation to move it along a motion path.
5. Explain how to draw a column graph in MS excel with example?
6. Describe :
 - a) HTTP
 - b) TCPIP

SECTION-C

7. What is mail merging? Explain the mail merging in MS Word with suitable example? How you can restrict editing for someone in MS word?
8. **The following are the salaries of five employees :**

Pay Roll No	Name	Salary (Rs.)	Part Time (Rs.)	Arrears (Rs.)
1011	Ram	10000	900	1800
1012	Sham	12000	800	1600
1013	Sunder	18000	700	1700
1014	Sita	15000	600	1600
1015	Bali	17000	500	1700

Using Conditional Formatting list out employees who got:

- a) Less than Rs. 15000 as salary
 - b) Less than Rs. 700 as Part time
 - c) Between Rs. 1600 mid Rs. 1800 as Arrears,
 - d) Total amount more than Rs. 14200
9. **Write short note on :**
 - a) File Transfer Protocol
 - b) HTTP
 - c) Gopher
 - d) Bookmarking of web pages.

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.