Total No. of Questions : 09

B.Voc (HCM)   (Sem.–2)
COMPUTER APPLICATIONS
Subject Code : BVHCM-202-19
M.Code : 77488
Date of Examination : 15-12-22

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. **Explain the following :**

   a) Bold

   b) Superscript

   c) Font Name and Font Size

   d) Word Art

   e) Find and Replace

   f) Cell

   g) Count and Sum function

   h) Email

   i) Slide

   j) Sound in slide.

SECTION-B

2. Create a 5×4 table with help of example.

3. Explain with help of example any 5 text formulas.

4. Write a note on spell check with help of example.

5. How to create and enter data into worksheet?

6. What is the need of firewall? Explain.

SECTION-C

7. Explain different types of menus in MS Word in detail.

8. What is an internet? Explain the role of computers in hotel management.

9. How to create, insert, delete and format the slides?

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.