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Total No. of Pages: 02

Total No. of Questions: 09

B.Voc. (Tourism and Hospitality Management)(Sem. – 2)
COMPUTER APPLICATION IN HOSPITALITY & TOURISM

Subject Code: BVTHM-202-19

M Code: 77496

Date of Examination : 15-12-2022

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. Mr. Mohit Roy wants to create a project report for his Interior designer company. He needs to understand the features of word processor, spreadsheet program and presentation tools and knowledge about working of internet. Help him by answering the following:
 - a) What is a Website?
 - b) Define Workbook.
 - c) Define www.
 - d) Define Formula bar.
 - e) What is Slide Design?
 - f) How to Quit the Slide show?
 - g) Define Hyperlink.
 - h) Define Cell Address.
 - i) Define Active cell.
 - j) How to save a Ms-Word document?

SECTION-B

2. Describe File Tab of MS - Excel.
3. Explain the different ways to edit the cell content in MS-Excel.
4. Discuss the paragraph formatting in Word.
5. How to add a watermark to a word document?
6. What are the uses of the internet?

SECTION-C

7. Discuss different Views in MS PowerPoint.
8. Define Function(Excel). Explain with the help of four different functions.
9. How can Mr. Roy add artistic flair to the word document?

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