

Roll No.

Total No. of Pages : 02

Total No. of Questions : 09

B.Voc. (THM) (Sem.-2)

COMPUTER APPLICATION IN HOSPITALITY AND TOURISM

Subject Code : BVTHM-202-19

M.Code : 77496

Date of Examination : 06-07-22

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 :

- In which grouping, the formatting of text is done in Word?
- Give importance of Header and Footer in MS-Word.
- Write note on Browsers.
- What is an E-mail?
- What is '*Format Painter*' used for?
- Define Template. What is its use in presentation graphics software?
- How can you sum up the Rows and Column number quickly in the Excel sheet?
- What is the World Wide Web?
- How you can create a video in PowerPoint?
- What is the purpose of Quick Access Toolbar?

SECTION-B

2. Explain Auto Text and Auto Correct Option in MS-Word.
3. Differentiate between Slide Transition and Slide Animation in MS-Power Point.
4. Explain the steps to split worksheet window.
5. Difference between what-if analysis and goal-seek analysis.
6. What are the different types of graphs that can be created in excel? Explain the steps to create any type of graph.

SECTION-C

7. Write a detailed note on MS Word. Highlight its usage and main features by taking a project of your choice.
8. Discuss the role and importance of Internet in the Hospitality Industry.
9. What is MS PowerPoint? Highlight its main features.

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.