

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 :**

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