Total No. of Questions : 09

B.Voc (HCM)   (Sem.–2)
COMPUTER APPLICATIONS
Subject Code : BVHCM-202-19
M.Code : 77488
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. **Mrs. Reena wants to create project report for his Interior designer company. She needs to understand features of word processor, spreadsheet program and presentation tools and knowledge about internet. Help her by answer the following :**

    a. What is Ribbon?

    b. Define Workbook.

    c. Define Thesaurus.

    d. Define Cell Address.

    e. Define E-mail address.

    f. What is Slide Show? How to run a slide show?

    g. Define Formula Bar.

    h. What is Chart Wizard?

    i. Define Search Engine?

    j. Define Browser.

SECTION-B

2.   Describe File Tab of MS-Word.

3.   Explain the Term Formula, with suitable examples in MS Excel.

4.   Discuss the slide timing and slide transition.

5.   What is a difference between Superscript and Subscript?

6.   What are the features of Electronic Mail? Name two websites, which provides E-mail facility.

SECTION-C

7.   Discuss different Views in MS powerpoint?

8.   Define functions in Excel. Explain with the help of four different functions.

9.   Discuss the parts of email. What are the advantages of Email?

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.