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Total No. of Pages : 02

Total No. of Questions : 18

**B.Voc. (Travel & Tourism Management) (2019 Batch) (Sem.-2)**  
**COMPUTER APPLICATIONS IN HOSPITALITY AND TOURISM**

Subject Code : BVTTM-204-19

M.Code : 77506

Time : 3 Hrs.

Max. Marks : 60

**INSTRUCTIONS TO CANDIDATES :**

1. SECTION-A is COMPULSORY consisting of TEN Multiple Choice 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****Write briefly :**

- Q1 In which grouping, the formatting of text is done in Word?
- Q2 What programme is used in MS Word to check the spellings?
- Q3 How can you wrap the text within a cell?
- Q4 How can you sum up the Rows and Column number quickly in the Excel sheet?
- Q5 How would you format a cell? What are the options?
- Q6 What is 'Format Painter' used for?
- Q7 How would you clear all the formatting without removing the cell contents?
- Q8 How you can create a video in PowerPoint?
- Q9 What is the purpose of Quick Access Toolbar?
- Q10 What is the World Wide Web?



### SECTION-B

- Q11 How you can restrict editing for someone in word?
- Q12 Explain Spreadsheet and its Basics.
- Q13 Explain pivot tables and its uses.
- Q14 If Someone does not have PowerPoint then how will he/she be able to view the presentation? If yes, then explain the process.
- Q15 Write a note on the usage of Internet.

### SECTION-C

- Q16 Write a detailed note on MS Word. Highlight its usage and main features by taking a project of your choice.
- Q17 What is MS PowerPoint? Highlight its main features.
- Q18 Write a detailed note on 'Browsing Internet'. Suggest some key tips.

**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.**