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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.