

Q.21 What is a slide layout?

Q.22 What is CC in email?

### SECTION-D

**Note:** Long answer type questions. Attempt any two questions out of three questions. (2x8=16)

Q.23 Evaluate the impact of Computer usage in the hospitality industry.

Q.24 What is the Internet? List some uses.

Q.25 Analyze the difference between PowerPoint and Word.

(20)

(4)

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No. of Printed Pages : 4

Roll No. ....

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**1st Year / Hotel Management**

**Subject:- Computer Applications**

Time : 3Hrs.

M.M. : 60

### SECTION-A

**Note:** Multiple choice questions. All questions are compulsory (6x1=6)

Q.1 Which one is not an input device?

- a) Keyboard                      b) Mouse
- c) Monitor                        d) Scanner

Q.2 Which company developed Windows operating systems?

- a) Apple                            b) Microsoft
- c) Google                         d) IBM

Q.3 Which tab contains font formatting tools?

- a) View                            b) Home
- c) Insert                         d) Design

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Q.4 What is the default file extension for a PowerPoint file in Office 2010?

- a) .docx                      b) .ppt
- c) .pptx                      d) .xlsx

Q.5 Which tab is used to apply design themes?

- a) Home                      b) Insert
- c) Design                      d) Animations

Q.6 What is an attachment in email?

- a) A recipient                      b) A virus
- c) A file sent along with email
- d) A subject line

### SECTION-B

**Note:** Objective/Completion type questions. All questions are compulsory. (6x1=6)

Q.7 The block diagram of a computer includes Input, Process, and \_\_\_\_\_.

Q.8 Fidelio handles reservations and \_\_\_\_\_.

(2) 181218

Q.9 You can select text using a mouse or \_\_\_\_\_.

Q.10 You can insert pictures using the \_\_\_\_\_ tab.

Q.11 A vertical collection of cells is called a \_\_\_\_\_.

Q.12 PowerPoint allows inserting \_\_\_\_\_ such as circles and arrows.

### SECTION-C

**Note:** Short answer type questions. Attempt any eight questions out of ten questions. (8x4=32)

Q.13 What is hardware?

Q.14 Name any two functions of an operating system.

Q.15 What is the use of Headers and footers?

Q.16 Give five uses of Microsoft Excel.

Q.17 How do you insert a new slide?

Q.18 What is spam mail?

Q.19 What is the benefit of using hotel software?

Q.20 What is a cell in Excel?

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