1st Year / Hotel Mgmt

Subject : Computer Applications

Time : 3 Hrs.   M.M. : 60

SECTION-A

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

Q.1   Which can be used for quick access to commonly used commands and tools:

a)   Status bar   b)   Tool bar

c)   Menu bar   d)   Title bar

Q.2   We can apply border to_____

a)   Cell   b)   Paragraph

c)   Table   d)   All of these

Q.3   To print a document, press_____

a)   Ctrl+P   b)   Alt + p

c)   Tab + P   d)   None of these

Q.4   What is the mean of the Booting in the system?

a)   Restarting computer b)   Install the program

c)   To scan   d)   To turn off

Q.5 Which would you choose to save a document with a new name?

a) Press Ctrl + S b)   Click File, save

c) Click File, Save As d)   none

Q.6 MS word is an example of

a) Operating system b)   Processing device

c) Application software d)   Input device

SECTION-B

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

Q.7 Differentiate between cut and copy

Q.8 Define a slide

Q.9 What is the extension of excel file

Q.10 Define Internet

Q.11 Write any two disadvantages of e-mail

Q.12 Inserting characters, words and lines in already typed text is called as _____ (Editing/ Formatting).

SECTION-C

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

Q.13 What are the main functions of operating system.

Q.14 How find and replace utility can be used by using mouse and key board

Q.15 Write down any four advantages of e-mail

Q.16 What is editing. How editing is performed in excel

Q.17 Write a short note on creating word art in MS powerpoint.

Q.18 Write down the steps to save a presentation and to open a presentation.

Q.19 How to perform mathematical functions using excel formulas like addition, subtraction etc. Illustrate

Q.20 Write a short note on

a) keyboard b)   Scanner

Q.21 Write a short note on applicability of search engines

Q.22 Differentiate between Windows 7 and Windows XP.

SECTION-D

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

Q.23 Discuss any two input devices and two output devices in detail.

Q.24 Write a short note on Internet. Discuss the various advantages of internet in day to day life.

Q.25 Write a note on the following:-

a) How to draft an e-mail

b) Loading of document on e-mail.