

No. of Printed Pages : 4  
Roll No. ....

181218

**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 MS word is a software of:

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

Q.2 The valid format for MS-Word is:

- a) .exe
- b) .doc
- c) .png
- d) .jpg

Q.3 Which one of the following is search engine:

- a) Windows
- b) Linux
- c) Google
- d) MS Word

Q.4 What does SMTP stands for

- a) Simple Mail Terminal Protocol
- b) Simple Mail Transfer protocol

(40)

(4)

181218

(1)

181218

- c) Simple Mail Transport Protocol
  - d) None of the above
- Q.5 Gmail belongs to
- a) Google Mail      b) yahoo Mail
  - c) Rediff Mail      d) Great Mail
- Q.6 Which is the presentation processing software
- a) MS-Power point 2007
  - b) Avast
  - c) Mozilla Firebox
  - d) Google chrome

## **SECTION-B**

**Note:** Objective/ Completion type questions. All questions are compulsory.  $(6 \times 1 = 6)$

- Q.7 MS-Excel is used for \_\_\_\_\_
- Q.8 Which short cut key is used to print a MS-Word document
- Q.9 What is internet
- Q.10 Which short cut key is used to save a file in MS-Power Point
- Q.11 What is the purpose of Line Spacing
- Q.12 Email Stands for

## **SECTION-C**

**Note:** Short answer type questions. Attempt any eight questions out of ten questions.  $(8 \times 4 = 32)$

- Q.13 Difference between Save & Save As
- Q.14 Explain how an Email account is created
- Q.15 Write the steps to find and replace a text
- Q.16 How we use word art in power point
- Q.17 Write the steps to change font & size of a document
- Q.18 Explain how we upload a file on Email
- Q.19 Write any 04 applications of Internet
- Q.20 Difference between cut & copy
- Q.21 Write steps to add picture in a power point
- Q.22 Write a short note on Search Engine

## **SECTION-D**

**Note:** Long answer type questions. Attempt any two questions out of three questions.  $(2 \times 8 = 16)$

- Q.23 Write a short notes on
  - a) Aligning a document
  - b) Header & Footer
- Q.24 Define Email. Explain various steps for composing & sending Email
- Q.25 Explain various advantages of Internet