1st year Branch : Diploma in Hotel Management & Catering Technology
Subject : Computer Applications

Time : 3 Hrs.   M.M. : 60

SECTION-A

Note: Multiple Choice Questions. All Questions are compulsory.   (6x1=6)

Q.1   Which of the following is the correct definition of Computer?

a)   Computer is machine or device that can be programmed to perform arithmetical or logic operation sequences automatically

b)   Computer understand only English language.

c)   Computer is a programmable electronic device that stores, retrieves, and processes the data

d)   All of the mentioned

Q.2   A process is a _____.

a)   Task

b)   Program in the memory

c)   Program in the execution

d)   None of the above

Q.3   Which is the main stage device of a computer?

a)   RAM   b)   CD-ROM

c)   ROM   d)   Hard Disk

Q.4   Input device of a computer is

a)   Monitor   b)   Mouse

c)   Printer   d)   Keyboard

Q.5   WWW stands

a)   Web wide world   b)   World Wide Web

c)   World Wide Wire   d)   All of the above

Q.6   Which is a social network site

a)   Facebook   b)   Twitter

c)   Linkedln   d)   All of the above

Section-B

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

Q.7   Define input device.

Q.8   Explain RAM.

Q.9   Opera stands for.

Q.10   What is spacing?

Q.11   Define presentation.

Q.12   Describe front size.

Section-C

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

Q.13   Define Computer. Discuss main application of computer in hotel industry.

Q.14   Elaborate Window XP and Window-7 computer operating systems used in a hotel.

Q.15   Illustrate the merits of using DS and Fidelio in hotel industry.

Q.16   Describe the process of Opening & Closing word Document.

Q.17   Discuss the steps for Changing Fonts and Point Size of a MS excel document.

Q.18   What is Microsoft word? Discuss the process of creating a new document.

Q.19   Elaborate moving and resizing a text box in a power point presentation.

Q.20   Illustrate Different search engines and their applicability in hotel industry.

Q.21   Explain mathematical and excel formulas: percentage, exponential, equal, greater then, less then.

Q.22   Discuss the Advantages and disadvantages of e-mail.

Section-D

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

Q.23   List and elaborate the various components of computer system used in hotel industry.

Q.24   Illustrate with examples drafting, sending, receiving and up loading of document on mail.

Q.25   Write a note on : Microsoft Power Point and CD-ROM & Hard disk.