

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

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. (6x1=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

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SECTION-C

Note: Short answer type questions. Attempt any eight questions out of ten questions. (8x4=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. (2x8=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

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