

Bachelor of Vocation Semester-I Examination
1 BVC GEC 2
APPLIED COMPUTER SKILLS
Paper-11762

Time : Three Hours]

[Maximum Marks : 40

N.B.:— (1) All questions are compulsory.

(2) Figures to the right indicate full marks.

(3) Assume suitable data wherever necessary.

(4) Illustrate your answer with the help of neat sketches wherever necessary.

1. (a) What are templates ? Describe various standard templates provided by MS-Word. 5

(b) Describe various items and their functions in "File" menu. 5

OR

2. (a) Explain the concept of Header and Footer. 5

(b) Describe various options and settings in "Print" Dialog. 5

3. (a) Describe various formatting options for a text box in MS-Word. 5

(b) Describe the procedure for mail merge. 5

OR

4. (a) Explain the various options available for protecting a document in MS-Word. 5

(b) Explain the procedure to insert a table in the Word document. 5

OR

5. (a) Describe various effects that can be applied to text on a slide. 5

(b) Explain the various sizes available for creating slides in PowerPoint presentation. 5

OR

6. (a) What is Smart Art ? Describe its types. 5

(b) Write the procedure to set up automatic slide show. 5

7. Describe the various types of charts that can be created on a slide. 10

OR

8. (a) Write the procedure to add animation to an object on a slide. 5

(b) What is Auto Content Wizard ? Explain. 5

