

Seat No.: \_\_\_\_\_

Enrolment No. \_\_\_\_\_

## GUJARAT TECHNOLOGICAL UNIVERSITY

BVOC- SEMESTER– IV EXAMINATION – SUMMER 2023

**Subject Code:1142101**

**Date:22-06-2023**

**Subject Name:Computational Skills – II**

**Time:10:30 AM TO 12:30 PM**

**Total Marks:50**

**Instructions:**

1. Attempt all questions.
2. Make suitable assumptions wherever necessary.
3. Figures to the right indicate full marks.
4. Simple and non-programmable scientific calculators are allowed.

- Q:1 (a)** What is accounting? Why we need accounting Software? Enlist few Accounting Softwares. **05**
- Q:1 (b)** List down steps to create ledgers entering balances in to it and altering ledgers also give list of any 05 ledgers with balance of it. **05**
- Q:2 (a)** What is Hacking? Who is a Hacker? Explain the different types of Hacker. **05**
- Q:2 (b)** How to protect any file by setting up a password on it? **05**
- OR**
- Q:2 (b)** Explain the steps for adding command not in ribbon to your home tab. **05**
- Q:3 (a)** What is a chart? Discuss the steps by which you can create a chart in an Excel File. Explain in brief ANY FOUR chart types. **05**
- Q:3 (b)** Explain the steps to insert Hyperlink and Bookmark in MS Word. **05**
- OR**
- Q:3 (a)** What is Endnote & Footnote? How to enter endnote & footnote in Word processing software? **05**
- Q:3 (b)** Explain Pivot tables along with their features? How do you create Pivot Tables? **05**
- Q:4 (a)** What is Alignment of text in MS word? How it is useful while preparing any document? **05**
- Q:4 (b)** What is Slide transition and animation? Explain with usages. **05**
- OR**
- Q:4 (a)** Explain following terms with example; **05**
- i. Header,
  - ii. Footer,
  - iii. Watermark,
  - iv. Format Painter,
  - v. Hyperlink,
- Q:4 (b)** Now a days Power Point became the inevitable part of business. Discuss the Usefulness of PowerPoint slides in Business. **05**
- Q:5 (a)** What are the various voucher types write down use of each voucher. **05**
- Q:5 (b)** Explain the ways to Prevention of Cyber Crime. **05**
- OR**
- Q:5 (a)** Explain the process of company creation, alteration and deletion in Tally. **05**
- Q:5 (b)** What is Cyber Crime? Explain the various types of cyber-crime. **05**

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