Seat No.: _____   Enrolment No._____

GUJARAT TECHNOLOGICAL UNIVERSITY
BVOC- SEMESTER– II EXAMINATION – SUMMER 2023

Subject Code:21120303   **Date:20-07-2023**
Subject Name:Communication Skill
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.**

			Marks
Q.1	**(a)**	What are modal auxiliaries? Write use of can, could, may, might and must with suitable example.	**05**
	(b)	Identify the type of tenses:	

    I.   My mother goes to pray in the temple.
    II.   The train has just left the station.
    III. Mr Deep had been writing his last book for four months.
    IV.   Mr Sanjay will have been teaching for twelve years next month.
    V.   The workers have been working on the building for a long time.

05

Q.2	**(a)**	Write functions of business letter. What is outward appearance of business letters?	**05**
	(b)	Write a letter of an appointment for the post of Maintenance Engineer.	**05**

OR

	(b)	Explain inward structure of a business letter in detail.	**05**
Q.3	**(a)**	What is mail merge in MS Word? Explain step by step procedure of mail merge.	**05**
	(b)	Explain use of following features of MS Word.	

        I.   Header
        II.   Page Break
        III. Margin
        IV.   Word Wrap

05

OR

Q.3	**(a)**	Explain any three formatting command used in MS Word.	**05**
	(b)	What is the use of Page Layout Tab in Microsoft Word?	**05**
Q.4	**(a)**	What is MS Excel? Write applications of MS excel.	**05**
	(b)	What are the common MS Excel formulas?	**05**

OR

Q.4	**(a)**	What is conditional formatting in MS Excel? Explain any one way of conditional formatting through suitable example.	**05**
	(b)	Explain use of following functions used in MS Excel :	

        I.   Sum
        II.   Count
        III. Average
        IV.   If
        V.   Max

05

| Q.5 | (a) | What is Rehearse timings in MS Power Point? | 05 |
| | (b) | What are the characteristics of a good power point presentation? | 05 |

OR

| Q.5 | (a) | How to protect a presentation by setting up a password on it in MS PowerPoint. Write applications of Microsoft Power point. | 05 |
| | (b) | Write applications of MS Power point. | 05 |

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