GUJARAT TECHNOLOGICAL UNIVERSITY
B.VOC - SEMESTER– IV EXAMINATION – SUMMER 2024

Subject Code: 1142101   **Date:15-05-2024**

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.**

			Marks
Q.1	**(a)**	What is virus? Explain its types.	**05**
	(b)	Write down the features of MS office software.	**05**
Q.2	**(a)**	What is watermark? Explain process to insert watermark.	**05**
	(b)	What is slide transition and animation? Explain with usages.	**05**
		OR	
	(b)	Explain cyber crime in details.	**05**
Q.3	**(a)**	Explain how to prevent our device from virus attack.	**05**
	(b)	Write a short note on Tally accounting software.	**05**
		OR	
Q.3	**(a)**	What is accounting ? Why we need accounting software?	**05**
	(b)	How we insert Header – Footer in our Word file.	**05**
Q.4	**(a)**	What is word art? Explain with usages.	**05**
	(b)	What is formula in Excel? Explain any two formula.	**05**
		OR	
Q.4	**(a)**	What is MS office and how it's useful in our life.	**05**
	(b)	Explain use of MS Word's Layout menu in your word.	**05**
Q.5	**(a)**	What is hacking and spamming? Explain in detail.	**05**
	(b)	How to insert table in MS word? Explain with steps.	**05**
		OR	
Q.5	**(a)**	How to insert pictures in MS word with different style?	**05**
	(b)	What Is page border? How to insert page boarder in MS word?	**05**

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