

Seat No.: _____

Enrolment No. _____

GUJARAT TECHNOLOGICAL UNIVERSITY

BVOC- SEMESTER-II EXAMINATION – WINTER 2022

Subject Code:21120303

Date:27-02-2023

Subject Name:Communication Skill

Time:02:30 PM TO 04:30 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) Use Modal auxiliary verbs to complete the following statements.
(Could, Can, Might, Would, May)
I. She _____ sell her home because she needs money.
II. _____ you help me with the housework, please?
III. My grandmother is eighty-five, but she _____ still read and write without glasses.
IV. Our country _____ become a super power by 2025.
V. _____ you mind if I borrow your car? | 05 |
| | (b) Go through the sentences and change their tenses as instructed.
I. I have finished my assignment. (Past Perfect Tense)
II. The boy speaks the truth. (Present Continuous Tense)
III. Mr Bert had taught for five years. (Past Perfect Continuous Tense).
IV. Dev saw the Prime Minister yesterday. (Future Continuous Tense)
V. Robert ate all the cookies. (Present Perfect Tense) | 05 |
| Q.2 | (a) What is a Report? Discuss in details the types of functions of a Business report.
(b) Prepare a cover letter along with a CV for applying for the post of a Professor. | 05
05 |
| OR | | |
| | (b) Write a letter to a bank manager asking him to stop payment via UPI. | 05 |
| Q.3 | (a) Write down short cut key of following tools used in MS Word.
I. Justify
II. Print
III. Bold
IV. Copy
V. Save | 05 |
| | (b) Write down advantages of Microsoft Word. | 05 |
| OR | | |
| Q.3 | (a) Explain use of following features of MS Word.
I. Format Printer
II. Page Break
III. Margin
IV. Footer
V. Shapes | 05 |
| | (b) What is mail merge? Discuss its importance and write in brief about borders and shading. | 05 |
| Q.4 | (a) How this tasks – inserting and deleting row, column and cell make some special sense in MS excel.- explain your reply. | 05 |

(b) Explain use of following functions in MS Excel:

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

05

OR

Q.4 (a) What is MS Excel? Write down benefits of MS excel.

05

(b) What is Formula bar? What are the common MS Excel formulas?

05

Q.5 (a) What is usage of 'Rehearse timing' while viewing the slides in MS Power point? – Explain.

05

(b) How could you insert new slide in Power Point? How could you insert date and slide number in Power Point?

05

OR

Q.5 (a) Write down applications of Microsoft Power point.

05

(b) Explain about below mention Microsoft power point functions

- I. Slide Transition
- II. Slide Show
- III. Different views of slide

05
