

Seat No.: _____

Enrolment No. _____

GUJARAT TECHNOLOGICAL UNIVERSITY

B.VOC - SEMESTER- IV EXAMINATION – WINTER 2023

Subject Code:1142101

Date:02-12-2023

Subject Name: Computational Skills – II

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.**

- Q.1** (a) What is MS Word, and why is it mainly used? **05**
(b) What are Headers and Footers? Define the steps to create headers and footers in word document **05**
- Q.2** (a) Explain following terms with example; **05**
Header, Footer, Format Painter, Hyperlink, Text box
(b) How can we edit PDF documents in MS Word? **05**
- OR**
- (b) Discuss the Usefulness of PowerPoint slides in Business. **05**
- Q.3** (a) Explain the way to draw a chart in MS-Excel. **05**
(b) What is a chart? Discuss the steps by which you can create a chart in an Excel File. **05**
Explain in brief ANY FOUR chart types.
- OR**
- Q.3** (a) Explain few useful functions in Excel **05**
(b) What is conditional formatting? Explain with usages. **05**
- Q.4** (a) Explain why we need an accounting Software? **05**
(b) Explain Double Entry system with example. **05**
- OR**
- Q.4** (a) What is Slide transition and animation? Explain with usages. **05**
(b) What is conditional formatting? Explain with usages. **05**
- Q.5** (a) How you can insert a column break? How to delete a break in column? **05**
(b) Discuss Hacking & Spamming in Details **05**
- OR**
- Q.5** (a) What is Cyber Crime? Explain Various types of cyber crime **05**
(b) What is MS Power Point? Discuss the usefulness of MS Power Point in Business. **05**
