

GUJARAT TECHNOLOGICAL UNIVERSITY

B.VOC- SEMESTER-IV EXAMINATION – WINTER 2024

Subject Code:1142101

Date:20-11-2024

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) Explain use of MS Excel in business. **05**
(b) Short Note : Virus **05**
- Q.2** (a) Short Note : Cybercrime **05**
(b) How to prevent our system from virus attack explain in your word. **05**
- OR**
- (b) Explain Types of Cyber Crime in detail. **05**
- Q.3** (a) Explain Voucher Types in your word. **05**
(b) Why we need Accounting Software? **05**
- OR**
- Q.3** (a) What is format Painter and watermark? Explain in your word. **05**
(b) Explain Purpose of Hacking in your word. **05**
- Q.4** (a) How to insert pictures and Chart in a Word document. **05**
(b) Explain step to insert Hyperlink and bookmark. **05**
- OR**
- Q.4** (a) Explain steps to insert a header or footer in a Word document. **05**
(b) Write down the step to insert table and page number in MS word. **05**
- Q.5** (a) Explain Word processing software in your word. **05**
(b) Explain Different between Slide transition and animation? Explain with usages. **05**
- OR**
- Q.5** (a) What is slides master in MS PowerPoint? **05**
(b) Usefulness of power point slide in business. **05**
