

GUJARAT TECHNOLOGICAL UNIVERSITY

B.VOC- SEMESTER-I EXAMINATION – WINTER 2024

Subject Code:BV01000011

Date:30-12-2024

Subject Name: IT in Business

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) Write down about any two Generation of computer?	05
(b) Give differences between Ram and Rom?	05
Q.2 (a) What is Word Processing and explain in detail?	05
(b) How to find and Replace in word Pad? Explain in detail?	05
OR	
(b) How to Save the Word Pad file? Explain in detail?	05
Q.3 (a) Explain what spreadsheet is?	05
(b) Make a Result of five students with five subject? As table form in MS Excel? Give the formula of Average, Minimum, Maximum and Total Sum?	05
OR	
Q.3 (a) What do you mean by cells in an Excel sheet?	05
(b) What is Mail Merge Explain in detail?	05
Q.4 (a) How Many type of Slide Show are there explain in detail?	05
(b) How to Add design in slide show explain in detail?	05
OR	
Q.4 (a) Write down about Input Function and Out Put Function.?	05
(b) What is Animating slide object? Write down its Steps?	05
Q.5 (a) Write down the advantages of Using Presentation?	05
(b) Explain about PROM and EPROM?	05
OR	
Q.5 (a) What is ALU? Explain in detail?	05
(b) How we can add Graph and charts in Excel?	05
